OCI Accounting System

User Manual

Created: Wednesday, July 10, 2013

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OCI Accounting System

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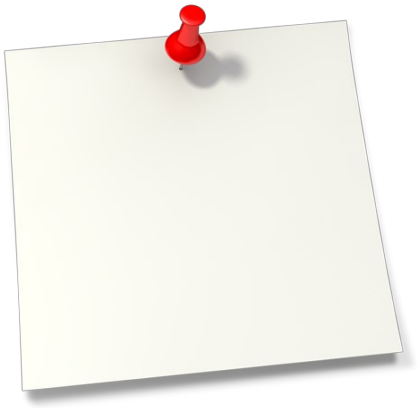
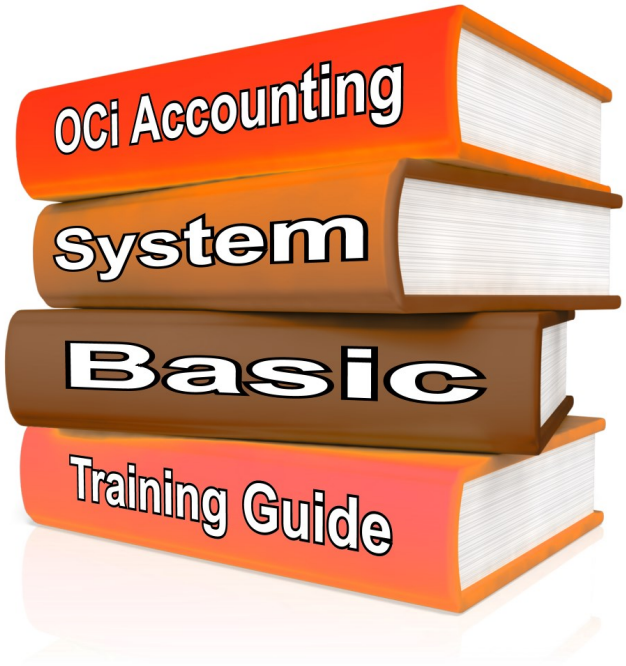
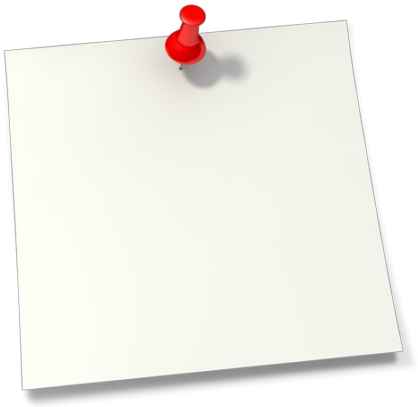


1 Ready?
2 Get Set...
3 Go!!!
4 Result
5 Maintenance
6. FAQ

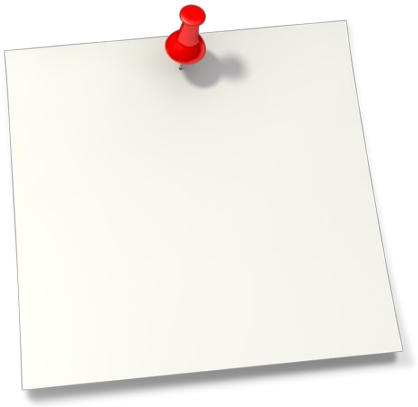
Basic Training





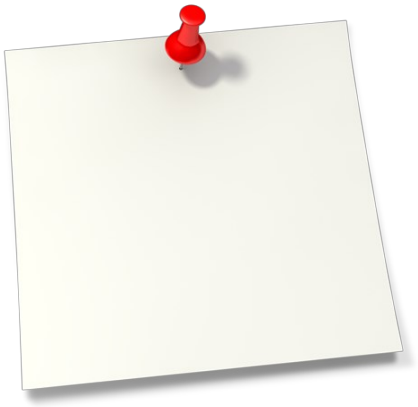
1.1 Orientation
1.2 Personalizing
1.3 Preparation

1 Ready?



1.1.1 Familiarizing
1.1.2 Navigating

1.1 Orientation



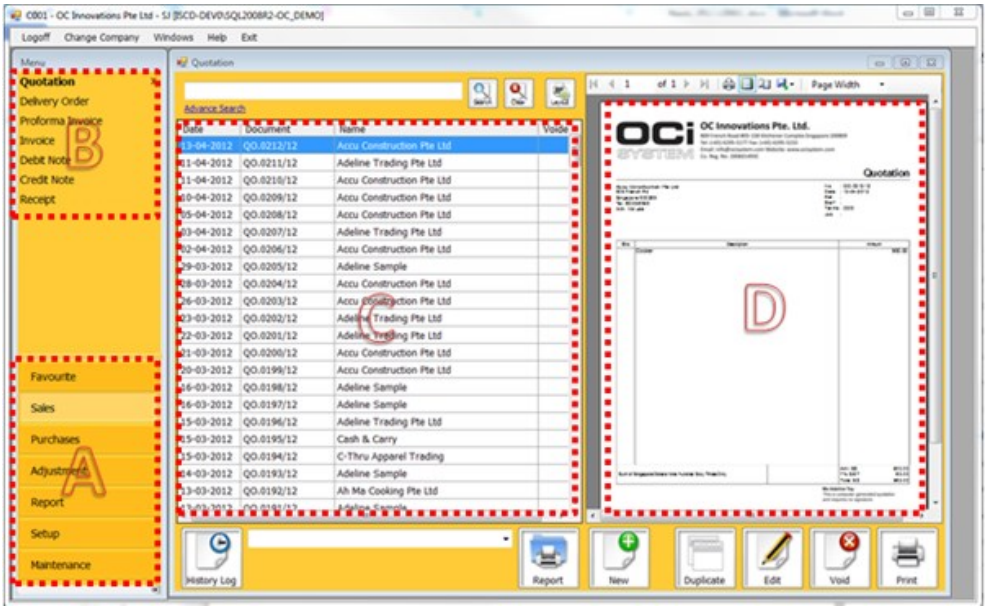
1.1.1.1 User-Interface
1.1.1.2 System Terminology
1.1.1.3 Accounting Terminology

1.1.1 Familiarizing

Topic: 1.1.1.1 User-Interface

1.1.1.1 User-Interface

1. Segment A --> Activities
2. Segment B --> Modules
3. Segment C --> Documents
4. Segment D --> Preview



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Topic: 1.1.1.2 System Terminology

1.1.1.2 System Terminology

General

1. **Activities** - Sales, Purchases, Adjustment, Report, Setup, Maintenance
2. **Modules** - Are the documents you can printout – e.g. Quotation, D.O. Invoice, Receipt, P.O. Payments, etc.

Sales

1. **Business Partners (Customer)** - Is your Customers, Debtors or Account Receivables
2. **Receipt** (Trade) - For you to receive customers' payments
3. **Receipt** (Non-Trade) - For taking in funds into the company's bank. Note that you did issue any invoice.

Purchases

1. **Business Partners** (Vendors) - Supplier , Creditor or Account Payable
2. **Receive Order** - Is meant for you to receive stock items
3. **Payment** - For payments to your suppliers
4. **Payment** (Non-Trade) - For your other expense payments that you have not key them into Supplier Invoice module.
5. **Payment** (Bank) - For transfer of funds between company bank accounts

Others

1. **Item** (Inventory) - Products that you trade
2. **Item** (Service) - Services that your offer
3. **Item** (Remark) - A description for you to add in printout out documents – e.g. Quotations, Invoices, P.O., etc.
4. **History Log -** An audit of the historical amendments of the documents' content, modified by and date & time

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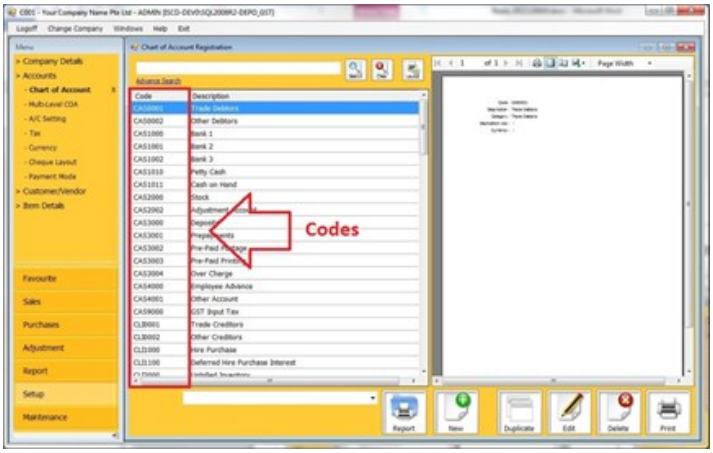
Topic: 1.1.1.3 Accounting Terminology

1.1.1.3 Accounting Terminology

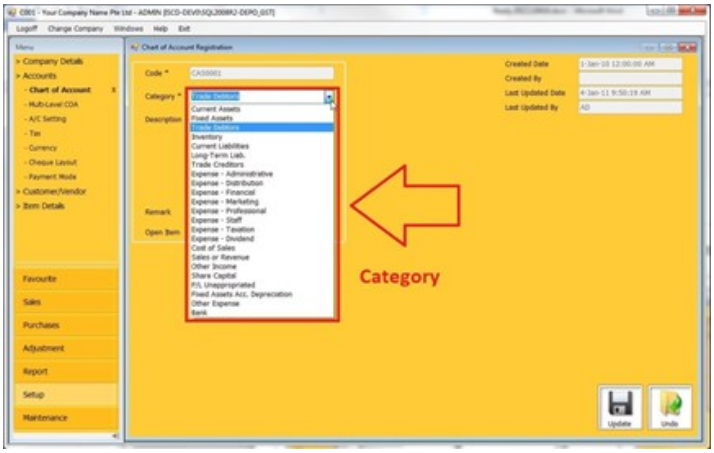
1. This is to view the codes in **Chart of Account** module.

   Click **Setup** Activity --> Click **Accounts** --> Click **Chart of Accounts** Module.



2. Click **Edit.**

   This is to view the **Category** setup in the respective **Chart of Accounts.**



Description	Codes	Category	Example
		Current Assets	Deposits to suppliers

Current Assets	**CAS** 0000	Trade Debtors	Customers
		Inventory	Stock
		Bank	Bank Accounts
Fixed Assets	**FAS** 0000	Fixed Assets	Vehicle & Equipment
		Fixed Assets Accumulated Depreciation	Corresponding Depreciation Account
Current Liabilities	**CLI** 0000	Current Liabilities	Accruals
		Trade Creditors	Suppliers
Long-Term Liabilities	**LTL** 0000	Long-Term Liabilities	Loan
Owner Equity	**OEQ** 0000	Share Capital	Owners' Capital
		P/L Unappropriated	Retain Earnings
Income	**INC** 0000	Sales or Revenue	Trading Income
		Other Income	Non-Trading Income
Cost of Sales	**COS** 0000	Cost of Sales	Purchases
Expenses	**EXP** 0000	Expenses	Trading Expenses
		Other Expenses	Non-Trading Expenses

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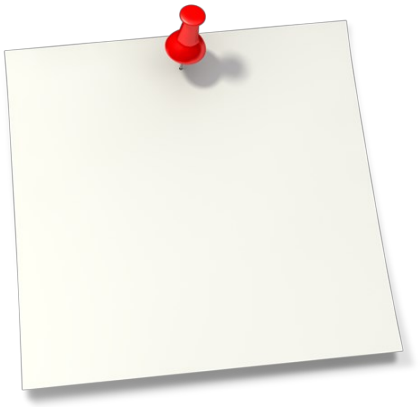
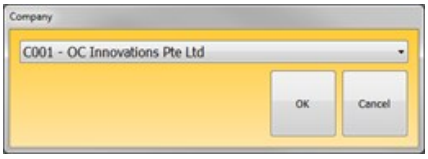


1.1.2.1 Login
1.1.2.2 Opening Modules
1.1.2.3 Opening Module on the move
1.1.2.4 Switching Modules
1.1.2.5 Closing Modules
1.1.2.6 Searching Function
1.1.2.7 Advance Search on Documents

1.1.2 Navigating

1.1.2.1 Login

Topic:



Location	Action	Remark
Windows	• Click on OCi Icon	This is to run the application
Login	• LOGIN ID enter : admin • PASSWORD enter: 12345 • Click LOGIN button	Login ID is not case sensitive. This is the default password. You may change it later at later stage.
Company	• Select COMPANY NAME • Click OK Button	The default will be 'C001- Your Company Name' if you have purchase a single company liscence. If you have purchase multiple company licenses, you will be able to select for more than one company here

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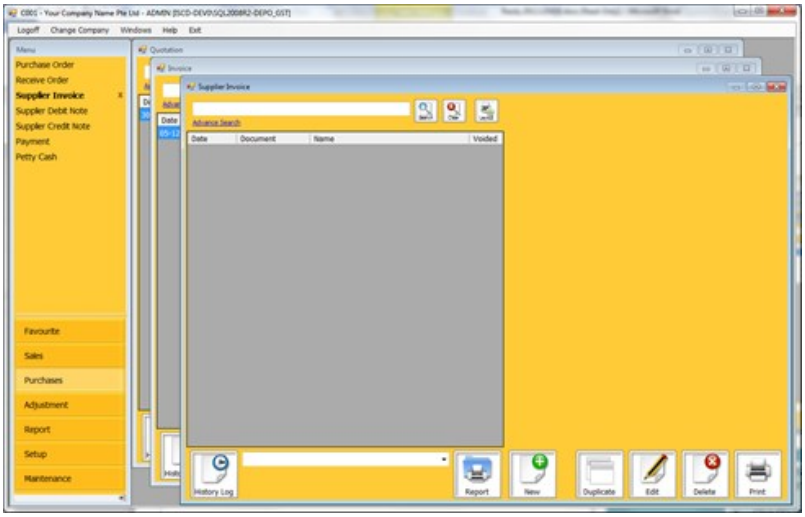
1.1.2.2 Opening Modules

Topic:



Location	Action	Remark
Menu > Sales Activity	• Click SALES Activity • Click QUOTATION Module • Click INVOICE Module	These will open the Quotation and D.O. Module for you to work on
Menu > Purchases Activity	• Click PURCHASES Activity • Click SUPPLIER INVOICE	You can also open up modules in other activity at the same time

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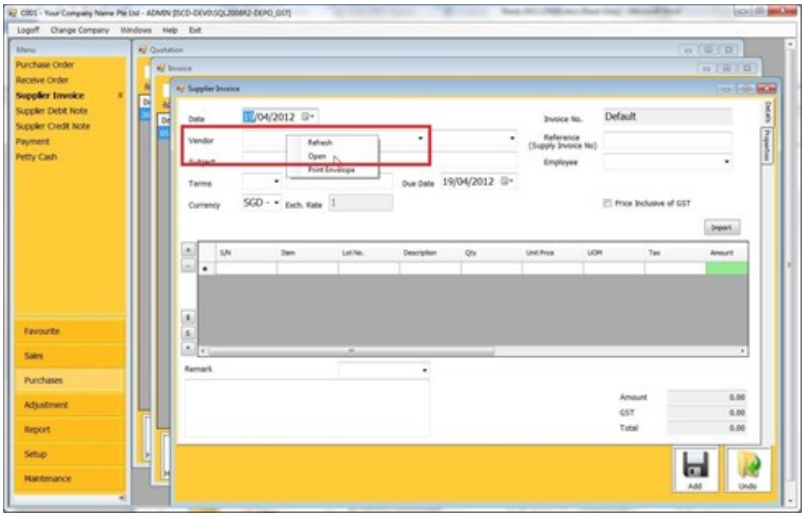
1.1.2.3 Opening Module on the move

Topic:



Location	Action	Remark
Menu > Purchases Activity> Supplier Invoice	• Click NEW • Move mouse to VENDOR box • Right-Click • Select & Click OPEN	By pointing the mouse on the certain entry boxes, and right-click, it will open up the respective modules. In this case, you can see that Business Partner is opened. In this screen, you can open the following modules on the move. • Business Partner • Payment Terms • Currency • Employee • Item Code

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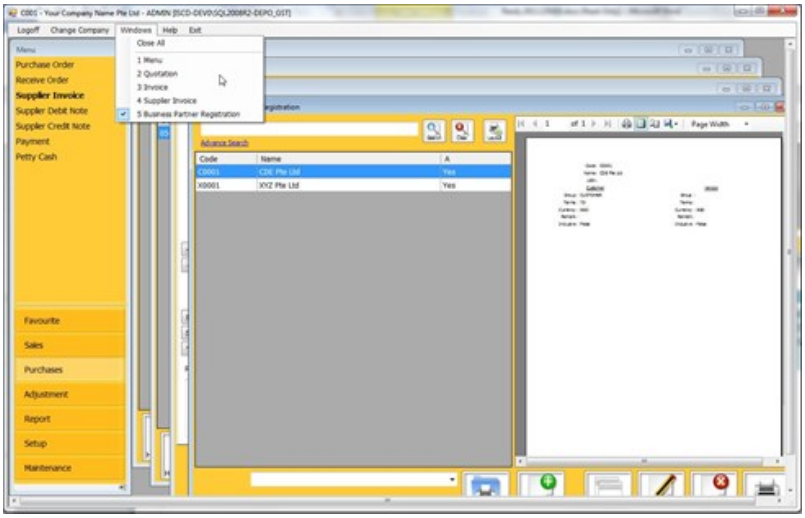
1.1.2.4 Switching Modules

Topic:



Location	Action	Remark
Windows > Top Menu Bar	• Click Windows • Select QUOTATION • Select INVOICE	You are able to call previously modules to the top to work on. You can switch between modules and work on them simultaneously without having to close them.

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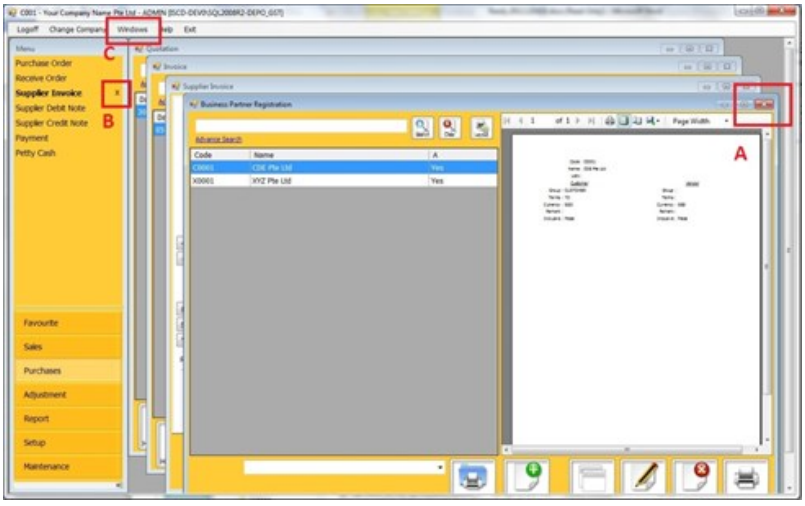
1.1.2.5 Closing Modules

Topic:



Location	Action	Remark
See red box A	• Click 'X' at the top right corner of the dialogue box	This will close the respective module
See red box B	• Click 'X' at end of the module name	Notice that an 'X' appears when the respective modules are opened. It will disappear once it is closed.
See red box C	• Click Windows • Select Close ALL	This will close all the opened modules

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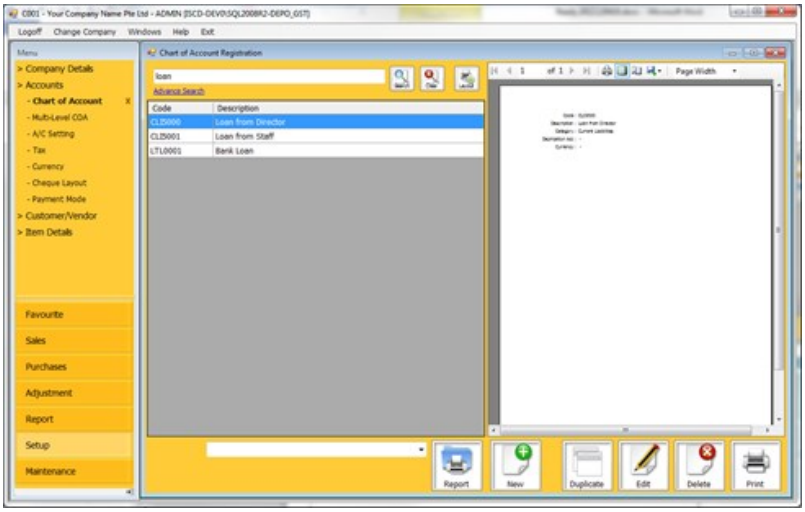
1.1.2.6 Searching Function

Topic:



Location	Action	Remark
Setup Activity> Chart of Account>	• Click SETUP Activity • Click ACCOUNTS • Click Chart of Account Module	To open up Chart of Account Module. You may use any other modules.
	• SEARCH Box enter loan in • SEARCH Button	Listing has shortened. It has filtered for description that contain 'loan'
	• CLEAR Button	This is to show the entire list
	• SEARCH Box enter 1000 • Click SEARCH Button	Code containing '1000' has been filtered instead. Note that the search function will filter both codes and descriptions

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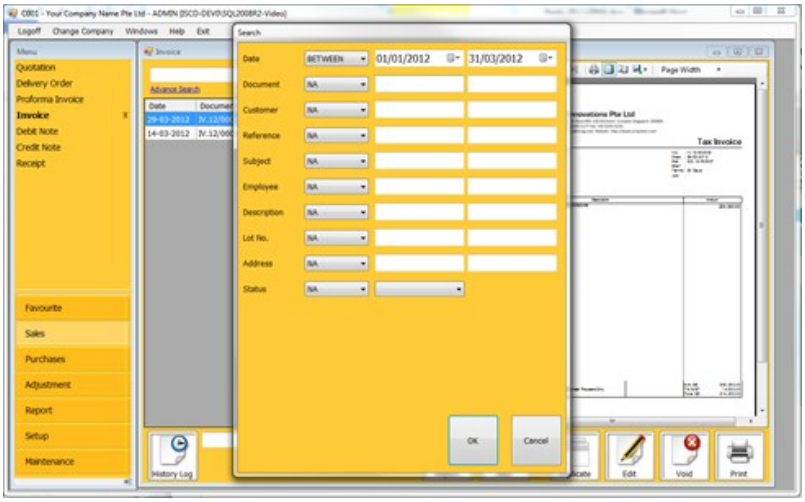
1.1.2.7 Advance Search on Documents

Topic:



Location	Action	Remark
Sales Activity> Invoice Module	• Click SALES Activity • Click INVOICE	
	• Click ADVANCE SEARCH	You can search by Date, Document, Customer, etc
	• Click CRITERIA drop down box • Select BETWEEN • Select FROM date: **1 Jan 2012** • Select TO date: **31 Mar 2012** • Click OK •	Here you will search documents that fall with Jan to Mar 2012.
	• Click ADVANCE SEARCH • Select CRITERIA drop down box	From the Criteria list selection, you can see that you can search for exact match, range or containing

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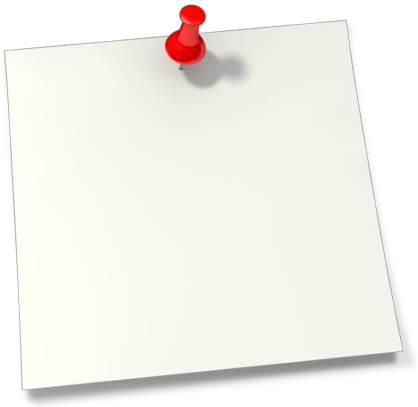
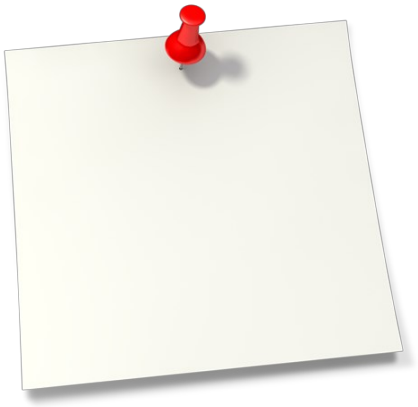


1.2.1 Using Favourite
1.2.2 Changing Column Widths
1.2.3 Hiding or Un-hiding Columns

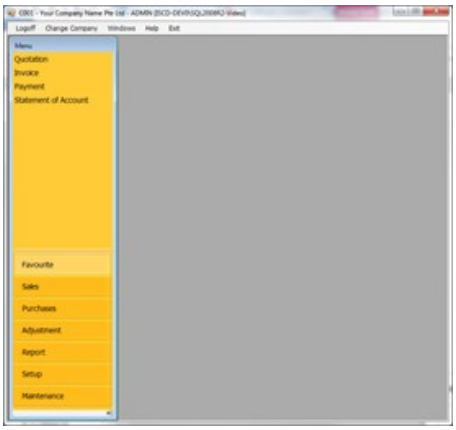
1.2 Personalizing



1.2.1.1 Adding links to Favourite
1.2.1.2 Removing links from Favourite
1.2.1.3 Switching Column Sequence

1.2.1 Using Favourite

Favourite is an Activity area for you to set commonly used modules shortcuts.
This is to provide you a shortcut instead of clicking on Activities buttons to hunt down on the desired Modules.



Topic: 1.2.1.1 Adding links to Favourite

Location	Action	Remark
Favourite Activity>	• Click Favourite Activity	You can see that there are no module links there
Sales Activity	• Click SALES Activity • Right-Click QUOTATION • Click ADD TO FAVOURITE • Right-Click INVOICE • Click ADD TO FAVOURITE	Adding links to Favourite Activity This will enable you to add Quotation & Invoice modules shortcuts to the favourite activity
Purchase Activity	• Click PURCHASE Activity • Right-Click PAYMENT • Click ADD TO FAVOURITE	This will enable you to add Payment module shortcut to the favourite activity
Report Activity	• Click REPORT Activity • Click AR/AP Group • Right-Click STATEMENT OF ACCOUNT • Click ADD TO FAVOURITE	This will enable you to add Statement of Account module shortcut to the favourite activity

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1.2.1.2 Removing links from Favourite

Topic:

Location	Action	Remark
Favourite Activity>	• Click FAVOURITE Activity • Right-Click QUOTATION • Click REMOVE FROM FAVOURITE • Right-Click INVOICE • Click REMOVE FROM FAVOURITE • Right-Click PAYMENT • Click REMOVE FROM FAVOURITE • Right-Click STATEMENT OF ACCOUNT • Click REMOVE FROM FAVOURITE	You will remove all the shortcut links at Favourite Activity

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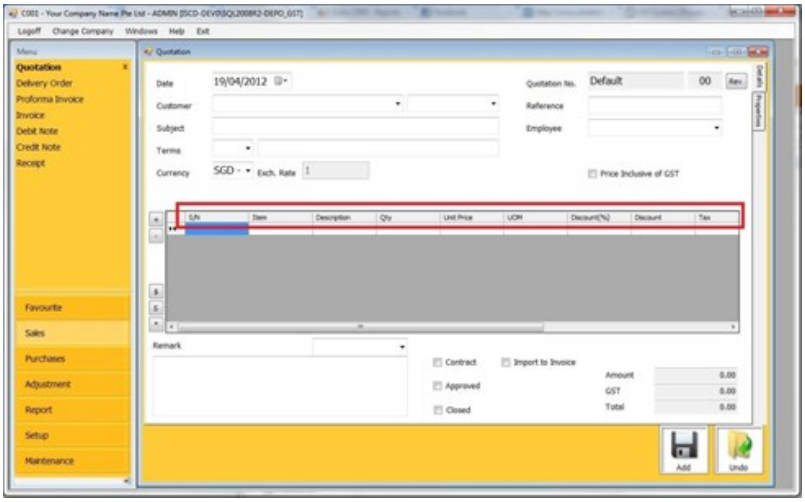
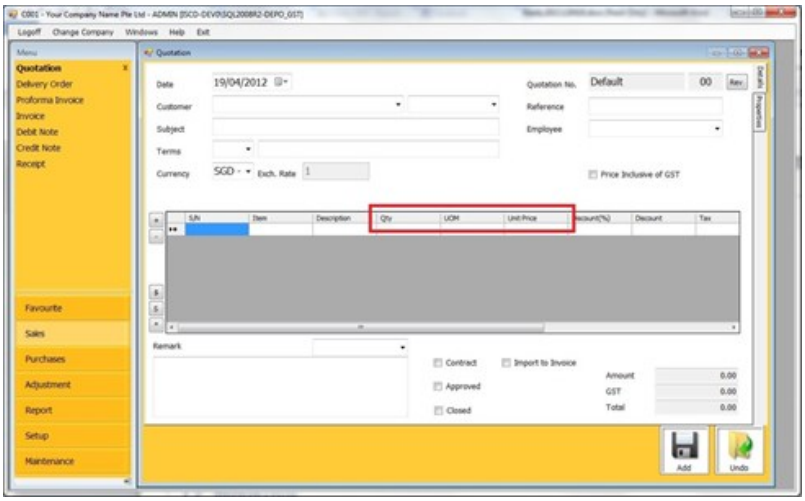
1.2.1.3 Switching Column Sequence

Topic:



Location	Action	Remark
Sales Activity> Quotation	• Click SALES Activity • Click QUOTATION Module • Click Edit button	In this example, Quotation module is used. You can do this for any of the module.
	• Move mouse to any detail Header (see pic. red box) • Right-Click • Select & Click EDIT COLUMN	This will switch the detail header to edit mode.
	• Click & Hold on UOM header • Move mouse to between QTY and UNIT PRICE headers • Release Click	Now you will be able to move any header in any sequence that you like. Note that this does not affect the printout.
	• Move moue to any detail Header • Right-Click • Select & Click SAVE	You have to save your changes. Note that your settings do not affect other login user. Settings are save referenced login user ID.



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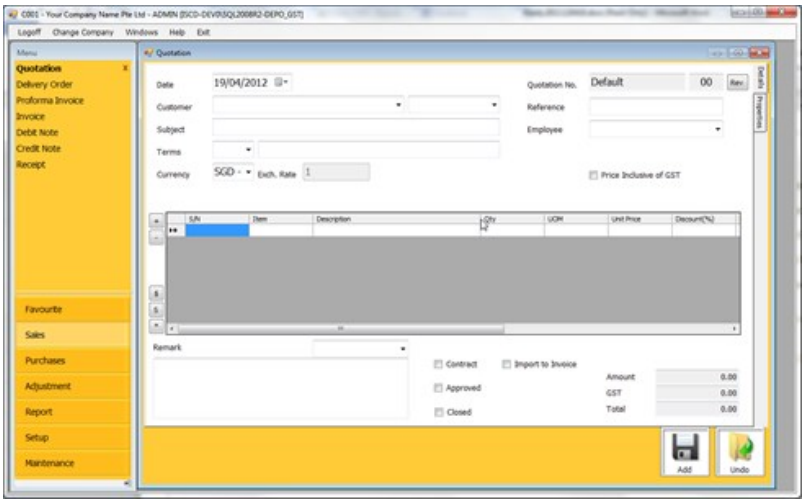
1.2.2 Changing Column Widths

Topic:



Location	Action	Remark
Sales Activity> Quotation	• Move mouse to any detail Header • Right-Click • Select & Click EDIT COLUMN	This will switch the detail header to edit mode.
	• Move mouse between DESCRIPTION & QTY headers till the mouse turn into ßà • Click & Hold to adjust the width • Release Click	Now you will be able to move any header to adjust the respective width. Note that this does not affect the printout.
	• Move moue to any detail Header • Right-Click • Select & Click SAVE	You have to save your changes. Note that your settings do not affect other login user. Settings are save referenced login user ID.

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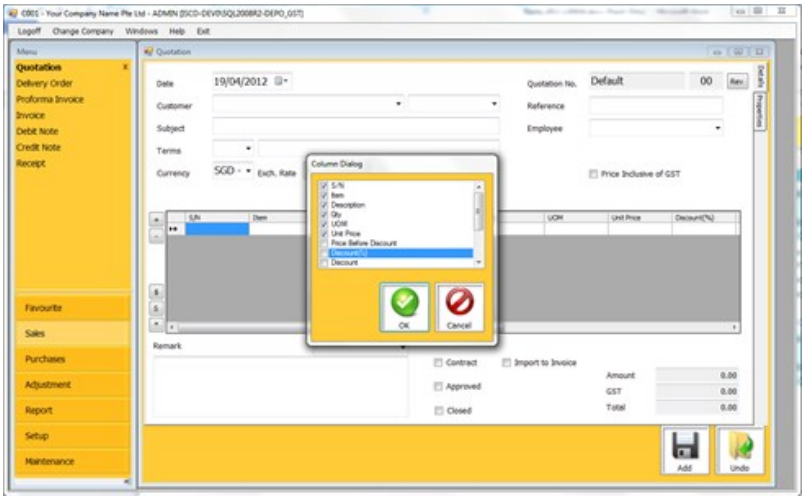
1.2.3 Hiding or Un-hiding Columns

Topic:



Location	Action	Remark
Sales Activity> Quotation	• Move mouse to any detail Header • Right-Click • Select & Click EDIT COLUMN	This will switch the detail header to edit mode.
Column Dialog	• Right-Click at header again • Select & Click HIDE/UNHIDE COLUMN	This is to hide or unhide detail columns Note that this does not affect the printout.
	• Un-Tick on DISCOUNT (%) • Un-Tick on DISCOUNT • Click OK	This is to hide the Discount(%) and Discount column Notice that the 2 columns disappeared after you click OK.
	• Move mouse to any detail Header • Right-Click • Select & Click SAVE	You have to save your changes. Note that your settings do not affect other login user. Settings are save referenced login user ID.

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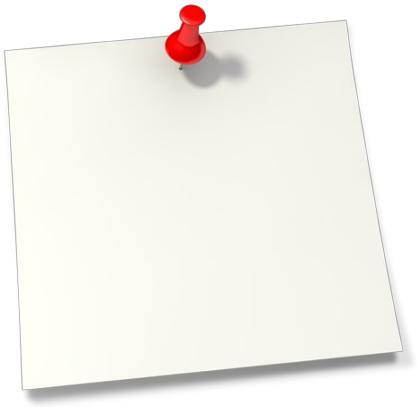
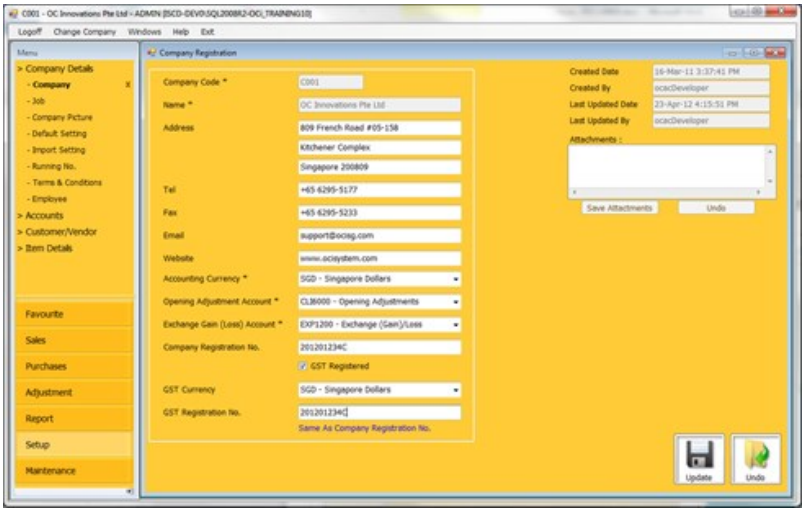


1.3.1 Entering Company Information
1.3.2 Setting Financial Periods & Locking Accounting Data
1.3.3 Formatting Document Running Numbers
1.3.4 Configuring Document Defaults
1.3.5 Chart of Accounts
1.3.6 Payment Mode

1.3 Preparation

1.3.1 Entering Company Information

Topic:



Location	Action	Remark
Setup Activity> Company	• Click SETUP activity • Click COMPANY DETAILS • Click COMPANY module • Click EDIT	This is to edit the company information
	• ADDRESS • TEL • FAX • EMAIL • WEBSITE • COMPANY REGISTRATION NO.	You may enter your company details here
	• ACCOUTING CURRENCY	This is the base currency that the accounting General Ledger is work on. Unless you have special approval from the authority, it should be in Singapore Dollars

	• OPENING ADJUSTMENT ACCOUNT	CLI6000 Opening Adjustment is the default current liability account. The system will adjust and post any unbalanced opening entries to this account. Unless necessary, you do not need to change this default account. Note that the only possibility for you to make an unbalanced entry is during your opening balance entry.
	• EXCHANGE GAIN/(LOSS) ACCOUNT	EXP1200 Exchange (Gain)/Loss is the default expense account. For users that have multi-currency transactions, the system will automatically calculate the difference in exchange values of the transaction and adjust it to this account. Unless necessary, you do not need to change this default account.
	• GST REGISTERED • GST CURRENCY • GST REGISTRAION NO.	If your company is GST registered, you tick on it and enter the relevant information. If you are not a GST registered company, but may do so in future, please note that you should only tick on the check box on the exact day your company is officially registered.

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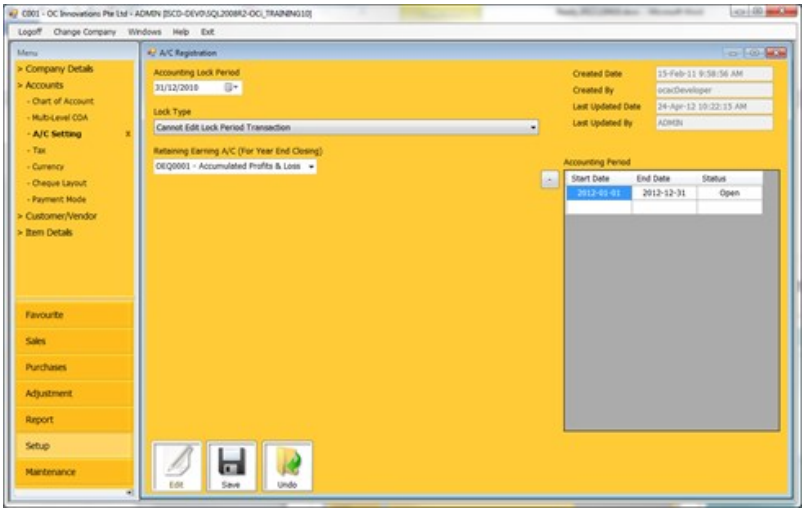
1.3.2 Setting Financial Periods & Locking Accounting Data

Topic:



Location	Action	Remark
Setup Activity> A/C Setting	• Click SETUP activity • Click ACCOUNTs • Click A/C Setting module • Click EDIT	This is to open and set the Accounting Registration in edit mode.
	• ACCOUNTING LOCK PERIOD	This is to lock the data. Addition or changes to the transaction dated before this set date will be disallowed. E.g. If you have closed your account for 31st Mar 12 accounting, you should set the date to 31st Mar 12.
	• LOCK TYPE	Upon clicking on it, you can see that there are 4 types of locking method. For basic user, it is recommended that you use CANNOT EDIT LOCK PERIOD TRANSACTION. This is most secured and easiest to understand locking method.

	• RETAINING EARNING ACCOUNTING (FOR YEAR END CLOSING)	OEQ0001 Accumulated Profit & Loss is the default Owner Equity account. When you do your financial year end closing, the system will adjust your profit or loss to this balance sheet account for carrying forward to the next financial year. Unless necessary, you do not need to change this default account.
	• ACCOUNTING PERIOD	You should set START and END dates as the period for your financial year. Note that you can set multiple financial periods and concurrently work on them without closing. Under Status, you can see that there is Open, Finalising & Close. - Open is the current the financial period you are working on. Finalising is set when you are doing your financial year end closing. This setting is required as it is linked to Year End Closing Module. Close is set when you have completed closing your financial year. Note that you can re-open a closed Financial Period to re-work on it.
	• Click SAVE • Close the module	

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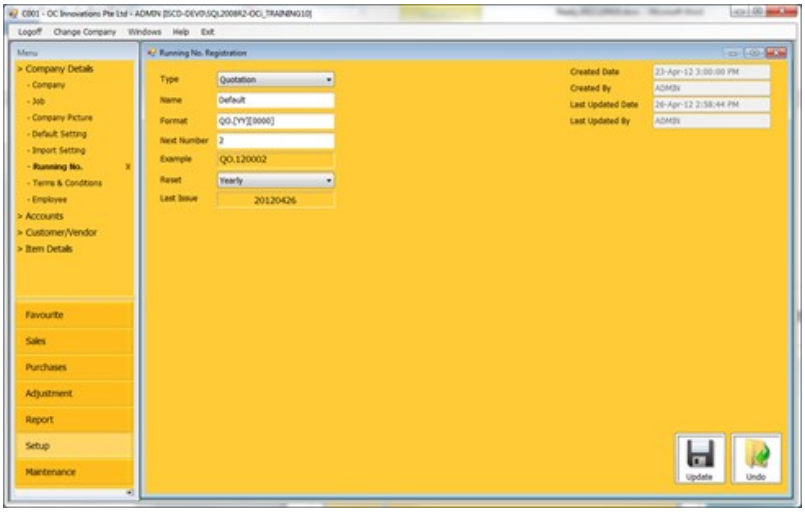
1.3.3 Formatting Document Running Numbers

Topic:



Location	Action	Remark
Setup Activity> Running No.	• Click SETUP activity • Click COMPANY DETAILS • Click Running No. module • Select QUOTATION • Click EDIT	This is to open Quotation Running No. Registration to edit mode.
	• TYPE	This is the document type. In this example you are working on the Quotation running number, hence it should be set to Quotation.
	• NAME	Give a meaningful name to this running number series; otherwise you can leave it as default. To understand further see page 50 - 6.1.1.1 How do I setup Multiple Running Number Series

	• FORMAT	Format is the system Formula of the running number. Formula is within square brackets [and] Anything outside these square brackets is ignored. Formula: [0000] = 4 digits running nos. [000000] = 6 digits running nos. [YY] = display year in 2 digits, e.g. 11 [YYYY] = display year in 4 digits e.g. 2011 [MM] = display month in 2 digits, e.g. 08 [DD] = display date in 2 digits, e.g. 31 [UU] = display User ID in 2 digits, e.g. SJ Note Alpha formula must be in Caps To see if you have set the formulae correctly, see EXAMPLE field below.
	• NEXT NUMBER	You can enter your next running number for the system to run here. If you are starting a fresh series, set this to 1.
	• EXAMPLE	This will display the number that you set. You should not see any '[' or ']' if you have set your formula correctly.
	• RESET	Auto-Reset No. to One Note formula must have [YY] to reset on yearly basis ...must have [MM] to reset on monthly basis Otherwise you'll generate duplicate numbers
	• Click UPDATE • Close the module	This is to save your changes.

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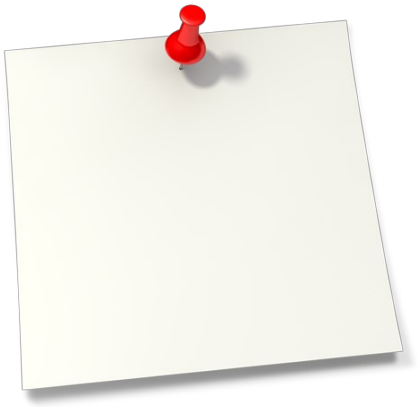
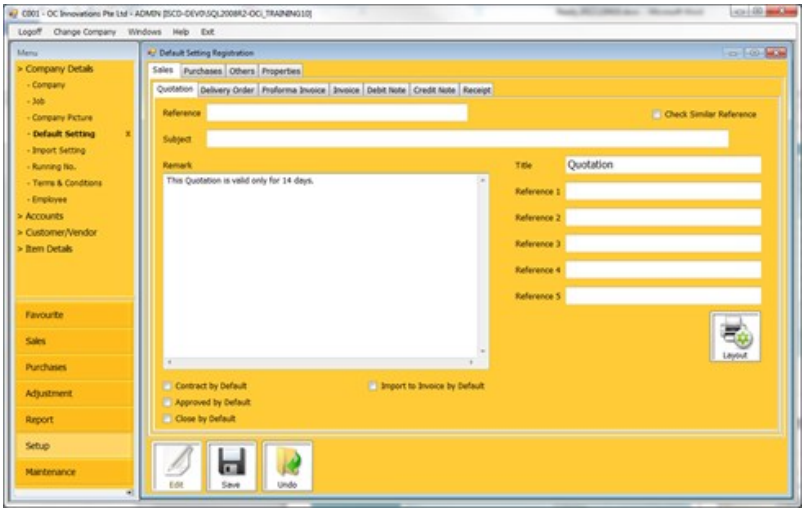


1.3.4.1 Setting Quotation Standard Terms & Conditions
1.3.4.2 Changing Default Payment Mode for Receipt & Payment Voucher

1.3.4 Configuring Document Defaults

Topic: 1.3.4.1 Setting Quotation Standard Terms & Conditions



Location	Action	Remark
Setup Activity> Running No.	• Click SETUP activity • Click COMPANY DETAILS • Click DEFAULT SETTING module • Click EDIT	Default can act something like a template. Every time you create a new Quotation all the settings here will be copied over.
	• REFERENCE • SUBJECT • REFERENCE 1 • REFERENCE 2 • REFERENCE 3 • REFERENCE 4 • REFERENCE 5	Anything you type here will appear in new quotation that you create. Note that default settings can still be changed when you are issuing the quotation. To understand the uses of Reference 1-5 see page 53 - 6.2.1.3 What are those References & Comment for in Properties tab?
	• TITLE	This is the title of the documents. You may change it example, ORDER CONFIRMATION. It will then appear as the Document's title for the newly created document. Note that this does not affect past issued quotations.

	• CONTRACT BY DEFAULT • APPROVED BY DEFAULT • CLOSE BY DEFAULT • IMPORT TO INVOICE BY DEFAULT	To understand their uses, see page 27 - 3.1.1.3 Understanding Contract, Approved, Close & Import to Invoice
	• REMARK enter This Quotation is Valid for 14 days only.	This remark will then appear at every new quotation you create. Note that this does not affect past issued quotations.
	• CHECK SIMILAR REFERENCE	To understand the use see page 51 - *6.1.1.2 What is Check Similar Reference*
	• Click SAVE • Close the module	This is to save your changes.

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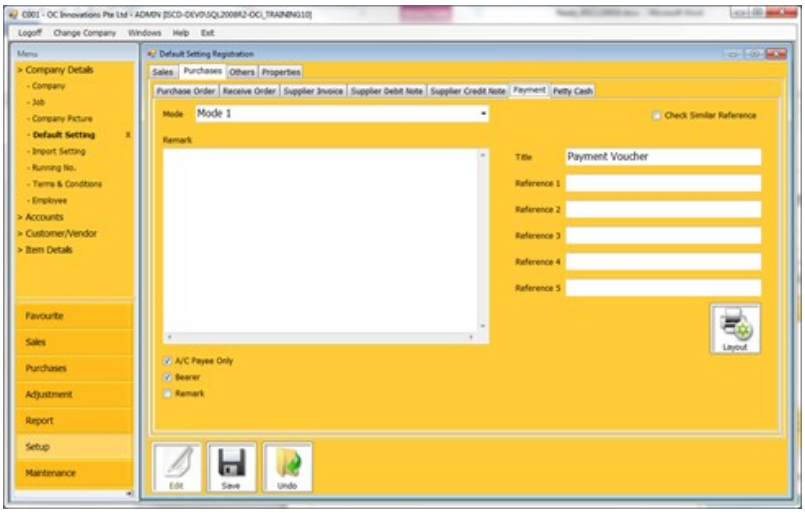
Topic:

1.3.4.2 Changing Default Payment Mode for Receipt & Payment Voucher



Location	Action	Remark
Setup Activity> Running No.	• Click SETUP activity • Click COMPANY details • Click DEFAULT SETTING module • Click EDIT • Click RECEIPT tab	
	• MODE clicks the dropdown box to change to the required one.	You can change your default bank for receiving funds here. Note that default settings can still be changed when you are issuing the Receipt. To understand on how to use Mode see page 19 - 1.3.6 Payment Mode
	• Click PURCHASES tab • Click PAYMENT tab	This is to amend default for Payment

	• MODE clicks the dropdown box and change to the required one.	Change accordingly
	• A/C PAYEE ONLY • BEARER • REMARK	To understand the purpose of them, See page 37 - 3.2.2.4 Cheque Printing
	• Click SAVE • Close the module	This is to save your changes.

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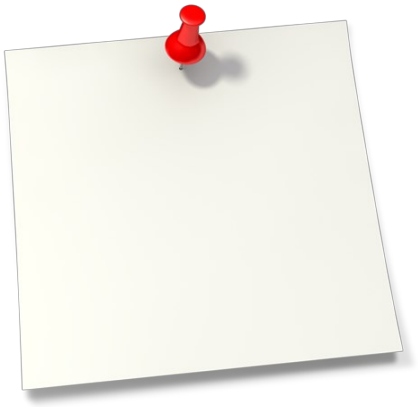
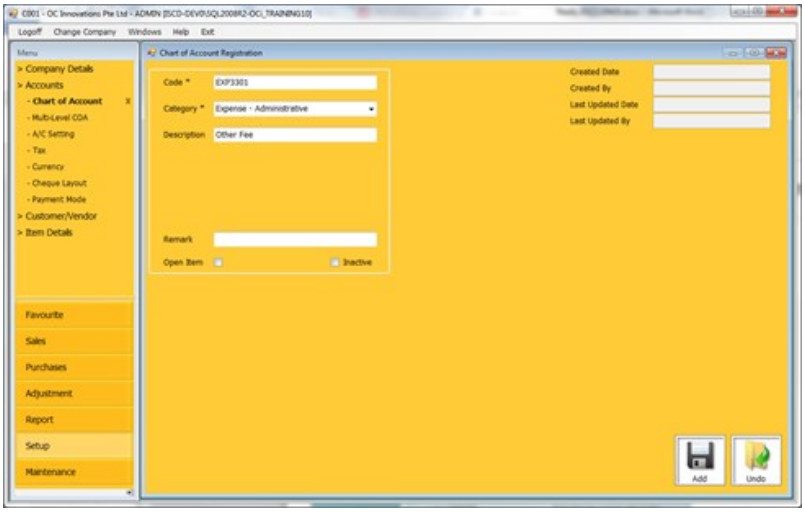


1.3.5.1 Creating an Expense Account
1.3.5.2 Creating a Fixed Asset Accounts
1.3.5.3 Renaming a Bank Accounts

1.3.5 Chart of Accounts

1.3.5.1 Creating an Expense Account

Topic:



Location	Action	Remark
Setup Activity> Account Module	• Click **SETUP** activity • Click **ACCOUNTS** • Click **CHART OF ACCOUNT** module • Click **NEW**	
	• CODE enter **EXP3301**	Enter EXP as it is an expense account, and a unique number
	• CATEGORY select **EXPENSE - ADMINISTRATIVE**	Select the appropriate category
	• DESCRIPTION rename to **Other Fee**	Give a short description
	• Click ADD • Close the module	This is to save your changes.

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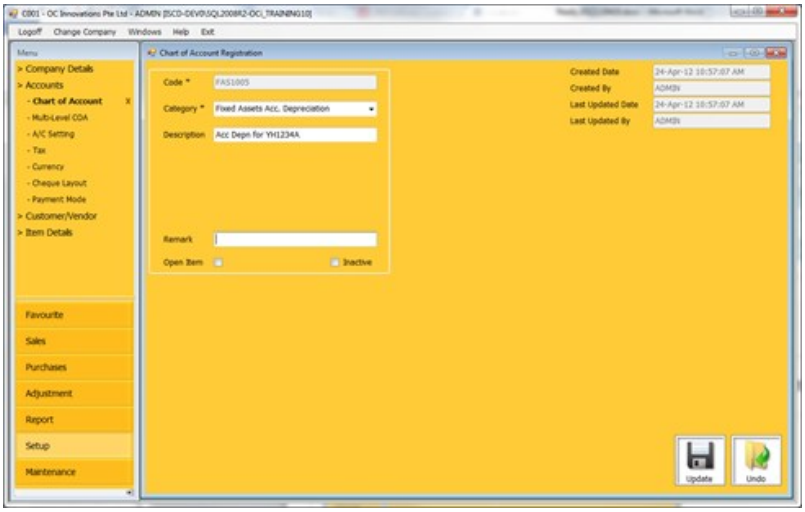
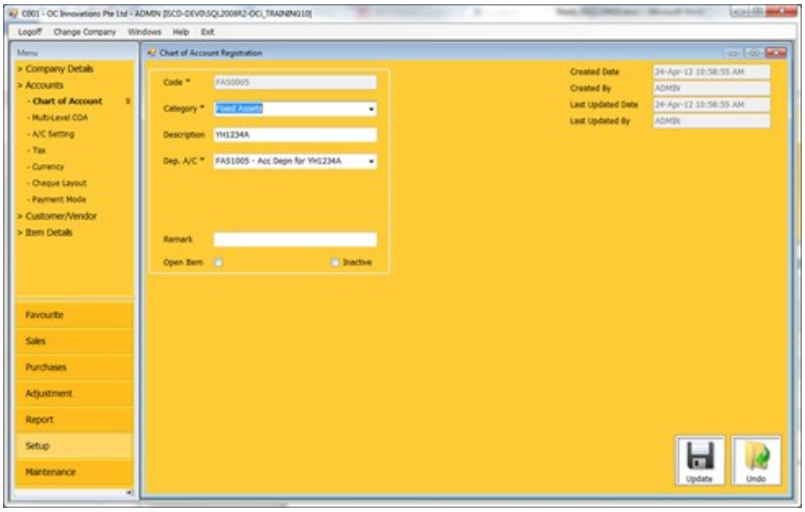
1.3.5.2 Creating a Fixed Asset Accounts

Topic:



Location	Action	Remark
Setup Activity> Account Module	• Click **SETUP** activity • Click **ACCOUNTS** • Click **CHART OF ACCOUNT** module • Click **NEW**	For fixed asset account, we have to setup the corresponding accumulated account first.
	• CODE enter **FAS1005**	Enter FAS as it is an fixed asset, and a unique number
	• CATEGORY select FIXED ASSETS ACC, DEPRECIATION	Select the appropriate category
	• DESCRIPTION rename to Acc. Depn. For YH1234A	Give a short description
	• Click ADD	This is to save your changes.



Location	Action	Remark
Setup Activity> Account Module	• Click SETUP activity • Click ACCOUNTS • Click NEW	Now we can setup the actual fixed asset account
	• CODE enter FAS0005	Enter FAS as it is an fixed asset, and a unique number
	• CATEGORY select FIXED ASSETS	Select fixed asset. Notice that Dep. A/C appears. This is for you to link to the appropriate depreciation account. This system link is for the later report purpose.
	• DESCRIPTION rename to YH1234A	Give a short description
	• DEP. A/C select FAS 1005 Acc Depn for YH1234A which you have setup earlier	Now you can see why you have the set the accumulated depreciation account prior to the fixed asset account.
	• Click ADD • Close the module	This is to save your changes.

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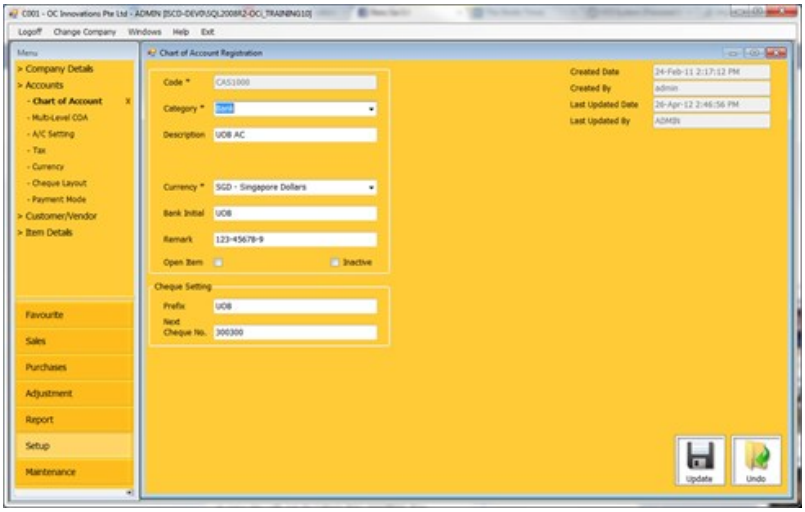
1.3.5.3 Renaming a Bank Accounts

Topic:



Location	Action	Remark
Setup Activity> Account Module	• Click SETUP activity • Click ACCOUNTS • Click CHART OF ACCOUNT module • Select CAS1000 Bank 1 • Click EDIT	
	• CATEGORY BANK	This define the nature type for this chart of account
	• DESCRIPTION rename to UOB AC	Give a short description
	• CURRENCY SGD Singapore dollars	This defines the currency of this bank account.
	• BANK INITIAL rename to UOB	Give a Bank initial for easy reference. Note that this will appear as an option with the currency in cheques setup. See page 37 - 3.2.2.4.1 Setting New Cheque Layout & Fine Tuning

	• REMARK enter 123-45678-9	You may like to add further to your description. E.g. Account No. Note that both Description and Remark will appear in GL report.
	• OPEN ITEM	This is a beta field for technical use.
	• INACTIVE	Tick on this box only if you would like to discontinue using this Account. Note that ticking on it will not delete it from the list, but will make it unavailable for use during document transaction entry.
	• CHEQUE SETTINGS • PREFIX enter UOB • NEXT CHEQUE NUMBER enter 300300	Assuming that you are cutting out cheque for this bank account, you can enter the cheque number here. Note that the system will run this cheque number automatically.
	• Click UPDATE • Close the module	This is to save your changes.

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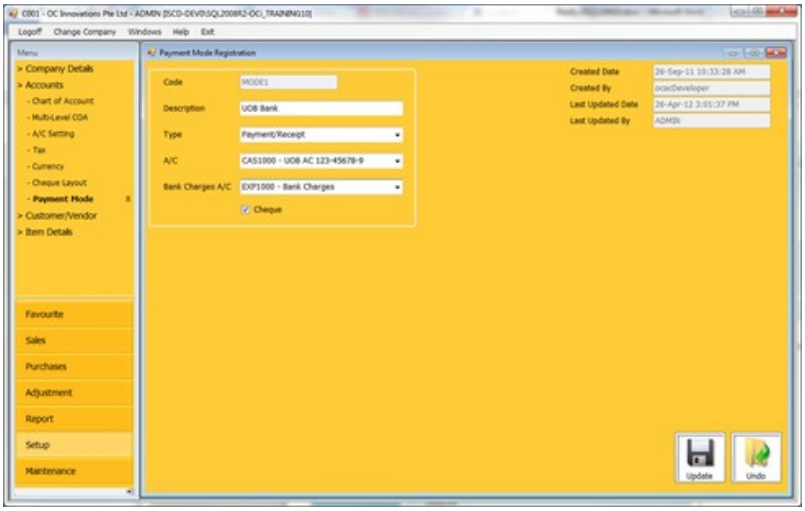
1.3.6 Payment Mode

Topic:

To link the Bank Account for use at Receipt Voucher, Payment Voucher & Petty Cash, you are required to setup the Payment Mode.



Location	Action	Remark
Setup Activity> Account Module	• Click SETUP activity • Click ACCOUNTS • Click PAYMENT MODE module • Select Mode 1 • Click EDIT	
	• DESCRIPTION rename to UOB Bank	Give a short description. You may setup UOB TT, UOB Giro, etc. if you would like to differentiate and have control over those modes. Otherwise, you can keep thing simple by having a single mode for a bank account.
	• TYPE	This set which document transaction the mode is for. Payment/Receipt or Petty Cash.
	• AC is defaulted to CAS1000 UOB AC 123-45678-9	As this was default setup for Bank 1 Account, after renaming that account, you can see that it reflect here accordingly.

	• BANK CHARGES A/C is defaulted to EXP1000 Bank Charges	This will set which expense account to post to when there is any bank charges incurred for payment. Example for TT payment. You may leave it blank if this is not required for your case.
	• CHEQUE	Tick this box if you would like this mode to issue cheque in your payment.
	• Click UPDATE • Close the module	This is to save your changes.

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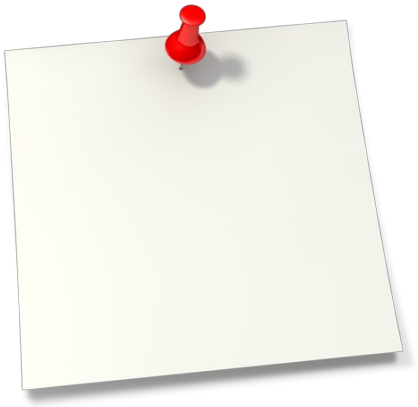
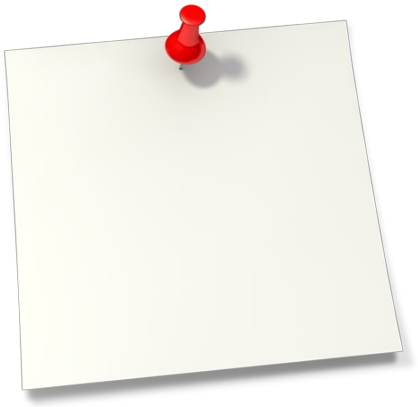


2.1 Entering Opening Balance
2.2 Setting Up

2 Get Set...



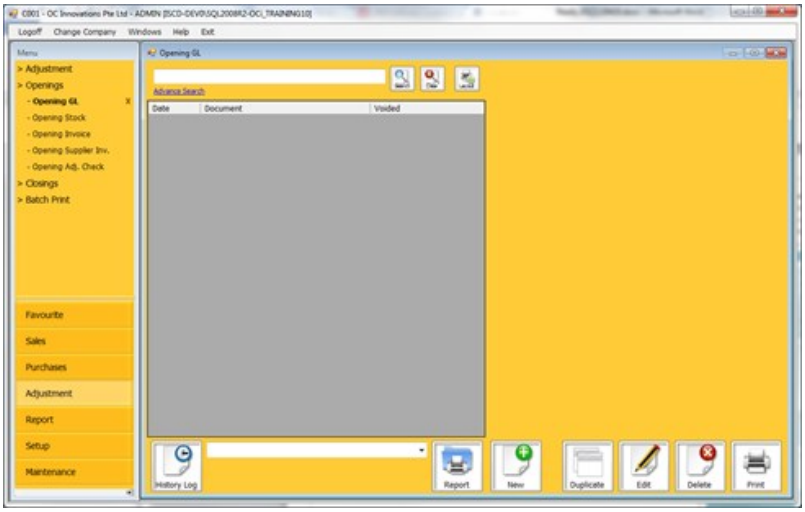
2.1.1 Opening GL, Sales Invoices, Supplier Invoices & Stock
2.1.2 Check if Opening entries are correct

2.1 Entering Opening Balance

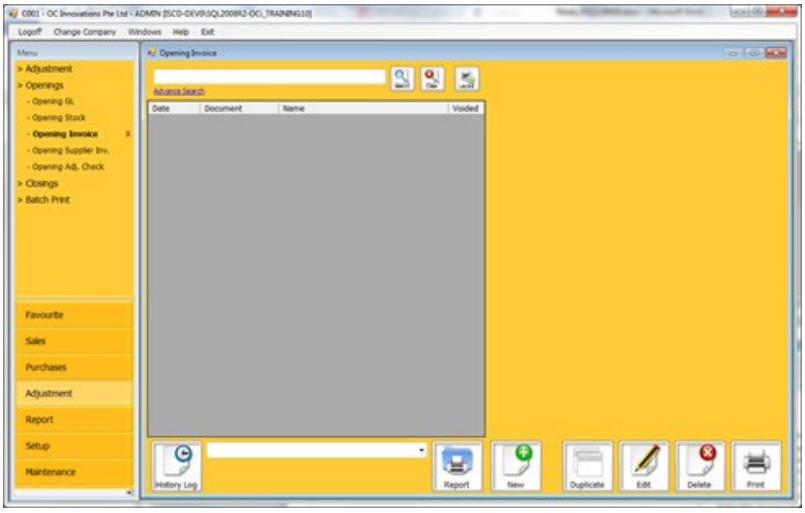
Topic: 2.1.1 Opening GL, Sales Invoices, Supplier Invoices & Stock

As you have not started your business yesterday, you are already operating with balances in your accounts. These need to be brought forward to system.

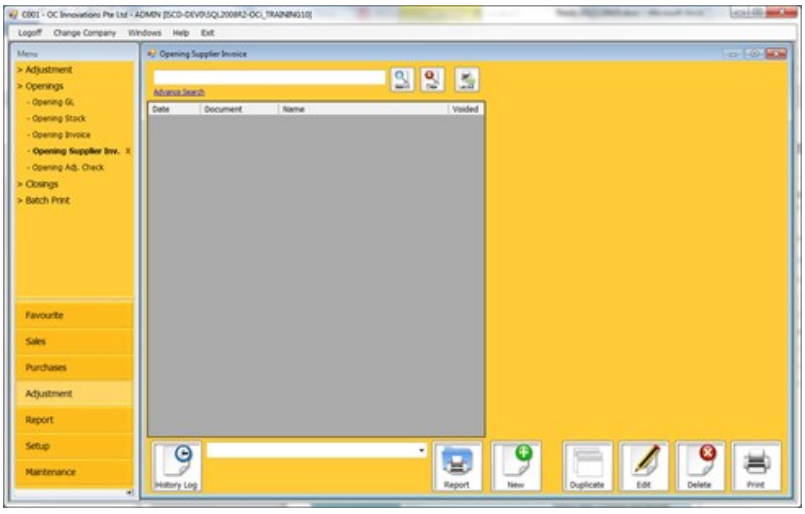
First you have to decide on a DATE to start using OCi system. E.g. 1st Apr 2012
Next, workout the Trial Balance from beginning of your financial year to 1st Apr 2012
i.e. from 1st Jan 2012 to 31st Mar 2012.



Location	Action	Remark
Setup Adjustment> Opening GL module	• Click ADJUSTMENT activity • Click OPENING GL module • Click NEW	Enter in all the Trial Balance items EXCEPT for Debtors, Creditors & Stock Accounts.

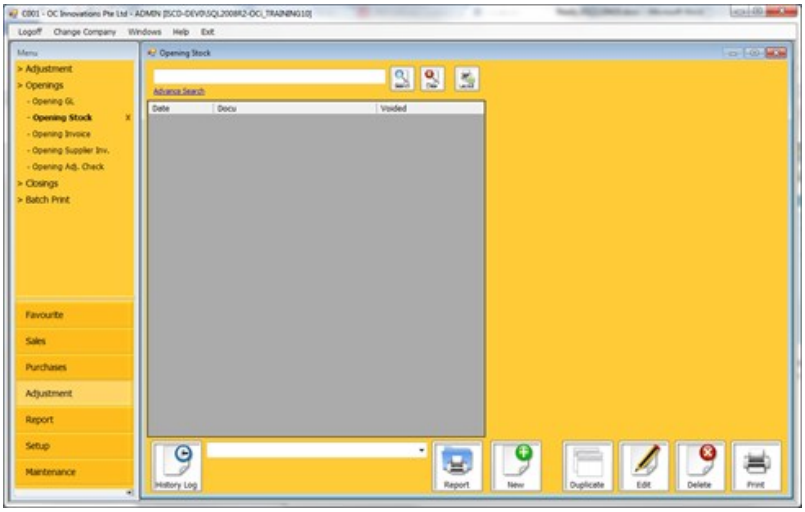


Location	Action	Remark
Setup Adjustment> **Opening Invoice module**	• Click ADJUSTMENT activity • Click OPENING INVOICE module • Click NEW	Assuming if your Trial Balance indicate $50,000 of debtors, this means that you have this amount of Sales Invoices that your customer have yet paid you as at 31st Mar 2012. You have to enter them in Opening Invoice as it can them capture which Invoice No., Date, Customer and Amount. Note that total Opening Invoices must add up to debtor's $50,000 value.



Location	Action	Remark

Setup Adjustment> **Opening Supplier Invoice module**	• Click ADJUSTMENT activity • Click OPENING SUPPLIER INVOICE module • Click NEW	Assuming if your Trial Balance indicate $30,000 of creditors, this means that you have this amount of Supplier Invoices that you have yet paid them as at 31st Mar 2012. You have to enter them in Opening Supplier Invoice as it can capture them which Supplier Invoice No., Date, Customer and Amount. Note that total Opening Supplier Invoices must add up to creditor's $30,000 value.



Location	Action	Remark
Setup Adjustment> **Opening Stock module**	• Click ADJUSTMENT activity • Click OPENING STOCK module • Click NEW	Assuming if your Trial Balance indicates $10,000 of stocks, you have to enter them in Opening Stock. This is to capture the stock items code, quantity, unit price. Note that total Opening Stock must add up to $10,000 stock value.

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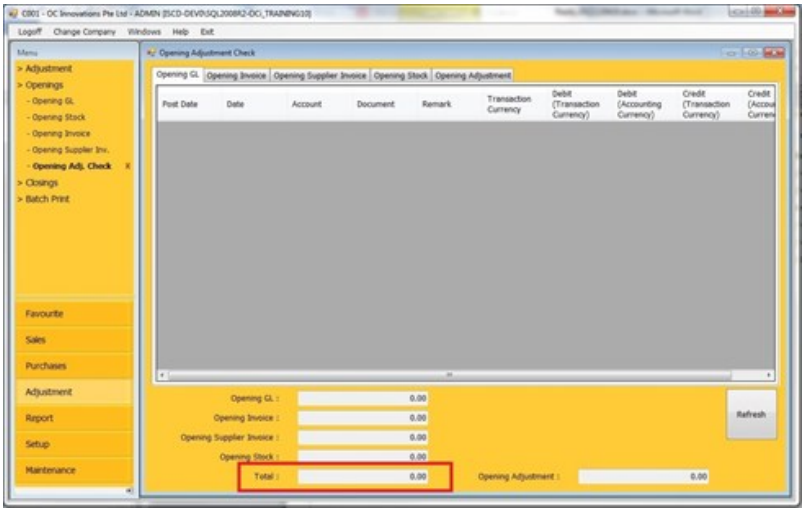
2.1.2 Check if Opening entries are correct

Topic:



Location	Action	Remark
Setup Adjustment> Opening Adjustment Check module	• Click ADJUSTMENT activity • Click OPENING • Click OPENING ADJ CHECK module • Click REFRESH	To check that you have correctly entered your opening, the Total amount add up from Opening GL, Invoices, Supplier Invoices Stock, Adjustments must equate to '0' zero. If the Total is not zero, that means the entries are not balanced. The system will automatically post it to your Opening Adjustment Account. To setup Open Adjustment Account is see page 12 - 1.3.1 Entering Company Information

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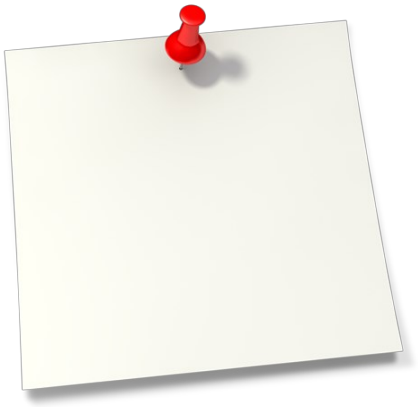
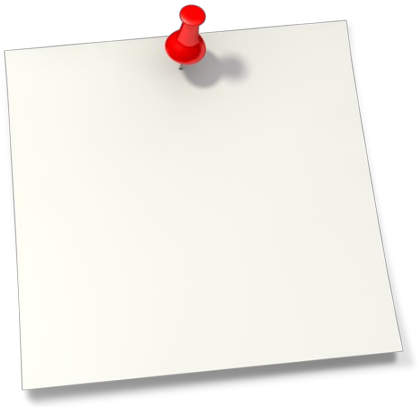


2.2.1 Creating Business Partner
2.2.2 Creating Items

2.2 Setting Up



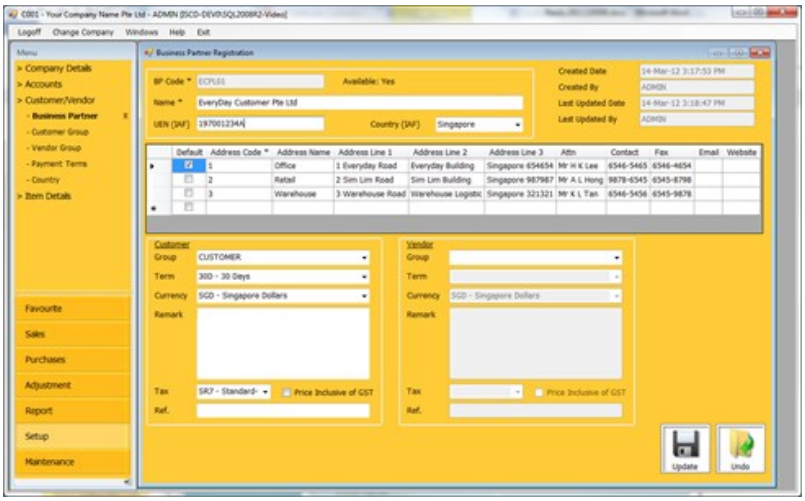
2.2.1.1 Creating New Customers
2.2.1.2 Creating New Supplier
2.2.1.3 Amedning a Customer Business Partner to also a Supplier

2.2.1 Creating Business Partner

Business Partner can be either your Customer, Supplier or Both. In any case, you are only required to create only one Business Partner Code.

2.2.1.1 Creating New Customers

Topic:



Location	Action	Remark
Setup> Customer/Vendor> Business Partner module	• Click SETUP activity • Click CUSTOMER/VENDOR • Click BUSINESS PARTNER module • Click NEW	
	• BP CODE enter ECPL01	Enter a unique code. You may enter any alpha nume code, as long as it is not a duplicate.
	• NAME enter EveryDay Customer Pte Ltd	Name of the customer
	• UEN (IAF) enter 197001234A • COUNTRY select Singapore	
	• DEFAULT Tick	The default address that the system pick when you a issuing your document. Note that you can still change your selection while issu the document.
	• ADDRESS CODE enter a. 1 b. 2 c. 3 • ADDRESS NAME enter a. Office b. Retail c. Warehouse	Enter a unique code and give a short descriptive name this customer address. In this example, we create 3 addresses. Note that you can enter unlimited number of address the same customer.

	• ADDRESS LINE 1 enter a. 1 Everyday Road b. 2 Sim Lim Road c. Warehouse Road • ADDRESS LINE 2 enter a. Everyday Building b. Sim Lim Building c. Warehouse Logistic • ADDRESS LINE 3 enter a. Singapore 654654 b. Singapore 987987 c. Singapore 987987 • ATTN enter a. Mr H K Lee b. Mr A L Hong c. Mr K L Tan • • CONTACT enter a. 6546-5465 b. 9878-6545 c. 6546-5456 • FAX enter a. 6546-4654 b. 6545-8798 c. 6545-9878 • EMAIL • WEBSITE	Enter the details of your customer.
	CUSTOMER SECTION: • GROUP select CUSTOMER	This defines if this business partner is a customer. If the Group is left not selected, this will not be a customer. Note that you can setup for more than one customer grouping, this will be discussed in advance training.
	• TERM select 30 Days	This is the payment term that you have agreed with y customer
	• CURRENCY select SGD	This is the common currency that you trade with this customer. Note that during invoicing, you are still able to change invoice currency without affecting the default setup.
	• REMARK	This is for your internal comment about this customer.
	• TAX select SR7	Select the appropriate applicable IRAS tax code for this customer
	• PRICE INCLUSIVE OF GST Un-tick	Unless you are absorbing GST for this particular custor you should not tick on it.
	• REF. (Reference)	If your customer practice issuing you vendor code for t easy reference, you may like to enter it here. Note that the vendor code is not displayed in standard invoice layout.

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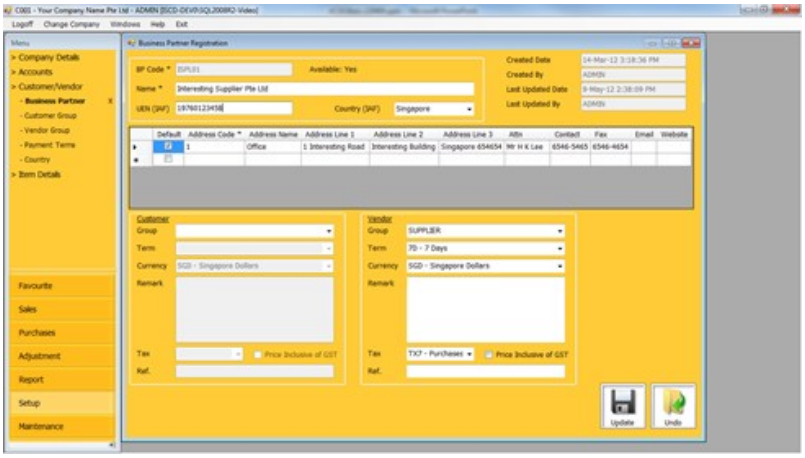
2.2.1.2 Creating New Supplier

Topic:



Location	Action	Remark
Setup> Customer/Vendor> Business Partner module	• Click NEW	

	• BP CODE enter ISPL01 • NAME enter Interesting Supplier Pte Ltd • UEN (IAF) enter 197601234B • COUNTRY select Singapore • DEFAULT Tick • ADRESS CODE enter 1 • ADDRESS NAME enter Office • ADDRESS LINE 1 enter 1 Interesting Road • ADDRESS LINE 2 enter Interesting Building • ADDRESS LINE 3 enter Singapore 654654 • ATTN enter Mr H K Lee • CONTACT enter 6546-5465 • FAX enter 6546-4654 • EMAIL • WEBSITE	
	VENDOR SECTION: • GROUP select SUPPLIER	This defines if this business partner is a supplier.
	• TERM select 7 Days	
	• CURRENCY select SGD • REMARK • TAX select TX7 • PRICE INCLUSIVE OF GST Un-Tick • REF. (Reference)	

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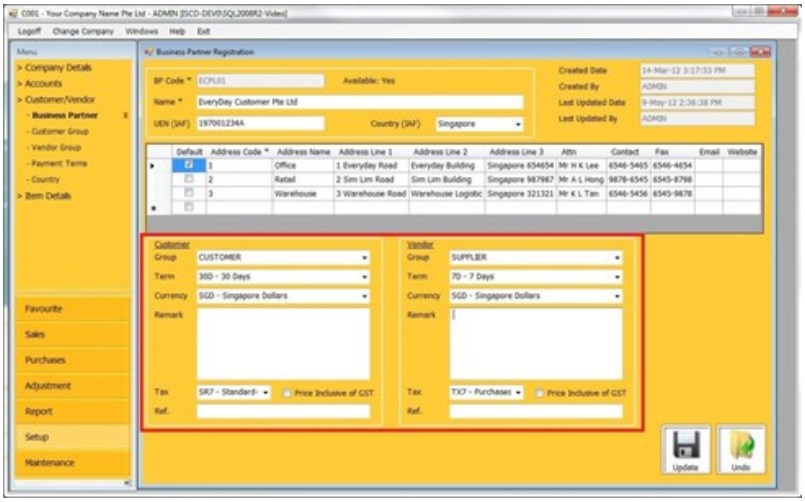
Topic: 2.2.1.3 Amedning a Customer Business Partner to also a Supplier



Location	Action	Remark
Setup> Customer/Vendor> Business Partner Module	• Select the Customer • Click EDIT	
	CUSTOMER SECTION: • GROUP select CUSTOMER	This defines if this business partner as a customer.
	VENDOR SECTION: • GROUP select SUPPLIER	This set this business partner as a supplier too.
	• Click UPDATE	

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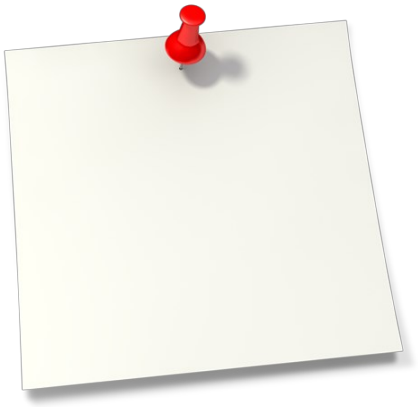


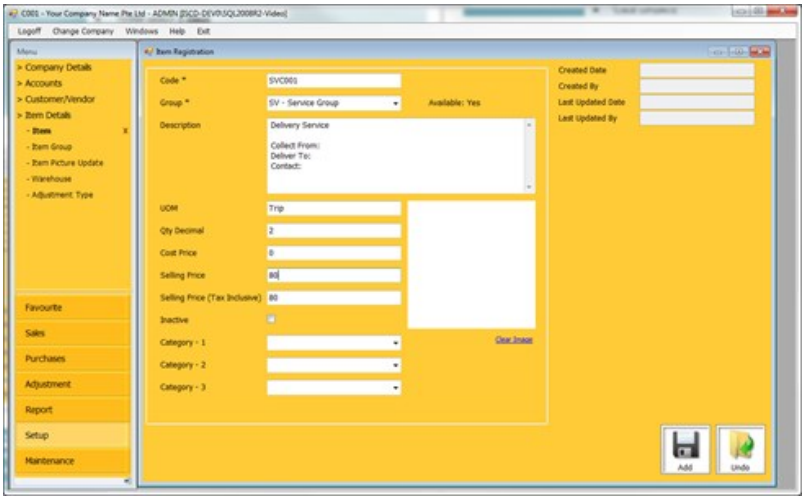
2.2.2.1 Creating New Service Item

2.2.2 Creating Items

Items are used in the content of your document like your Quotation, Delivery Order, Sales Invoices, Purchase Order, Supplier's Invoice, etc.

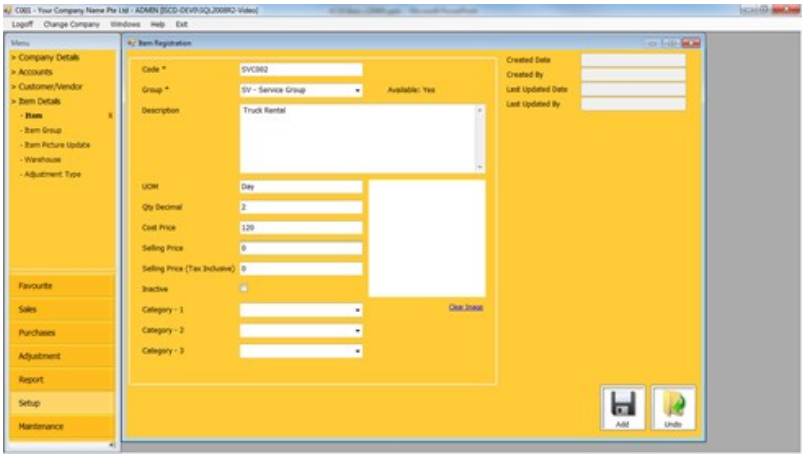
2.2.2.1 Creating New Service Item

Topic:



Location	Action	Remark
Setup> **Item Details>** **Item module**	• Click SETUP activity • Click ITEM DETAILS • Click ITEM module • Click NEW	
	• CODE enter SVC001	Enter a unique code.
	• GROUP select Service Group	This set if this item is a service, inventory or a Remark Item.
	• DESCRIPTION enter Deliver Service Collect From: Delivery To: Contact: (shift-enter for new line entry)	Enter the description that you would like to appear on the document. Note that you can enter multiple lines. At the document you may still be able to add or amend the description.
	• UOM enter Trip	Unit of Measure e.g. Pcs, Kg, M, Lot, etc.
	• QTY DECIMAL enter 2	This set of number of decimal points to display at the document.
	• COST PRICE enter 0	This Unit Price amount will appear in Purchase Activity e.g. P.O., R.O. and Supplier Invoice, etc. In this example, it is 0 as this item is for sales use.

	• SELLING PRICE enter 80 • SELLING PRICE (TAX INCLUSIVE) enter 80	This Unit Price amount will appear in Sales Activity e.g. Quotation, D.O. and Sales Invoice, CRN, etc. Tax Inclusive selling price is the amount you would like to charge if you are absorbing the GST.
	• INACTIVE Un-Tick	If tick, this will exclude this item for document use.
	• CATEGORY-1,2,3	This set the categories and sub-categories this item is grouped. Details of this will be discussed during Inventory training.
	• IMAGE	See Page 51 - 6.1.1.3 How can I insert an Image Picture to Item
	• Click ADD	



Location	Action	Remark
Setup> Item Details> Item module	• SETUP activity • Click Item Details • Click Item • Select a SVC001 • Click DUPLICATE	
	• CODE enter SVC002 • GROUP select Service Group • DESCRIPTION enter Truck Rental • UOM enter Day • QTY DECIMAL enter 2 • COST PRICE enter 120	

	• SELLING PRICE enter 0 • SELLING PRICE (TAX INCLUSIVE) enter 0 • INACTIVE Un-Tick • CATEGORY-1,2,3 • Click ADD	Selling prices are 0 as this item is intent for Purchase use.

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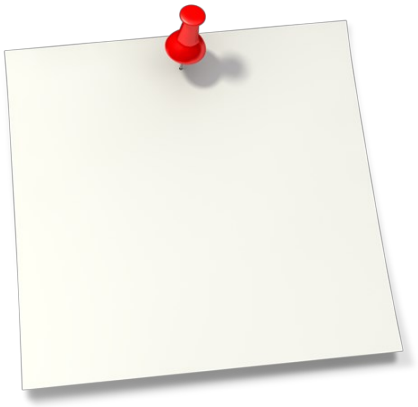
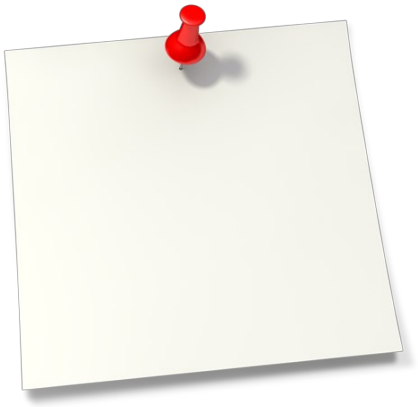


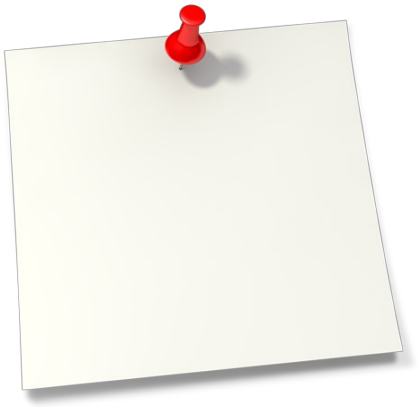
3.1 Selling & Collecting (Accounts Receivables)
3.2 Buying & Paying (Accounts Payables)

3 Go!!!



3.1.1 Quotation
3.1.2 Delivery Order
3.1.3 Sales Invoice
3.1.4 Credit Note
3.1.5 Receipt

3.1 Selling & Collecting (Accounts Receivables)

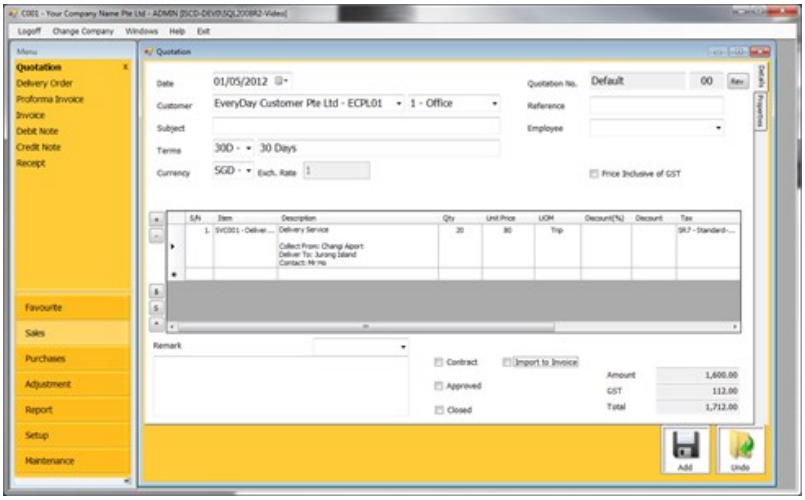


3.1.1.1 Issuing a New Quotation
3.1.1.2 Understading of buttons
3.1.1.3 Understanding Contract, Approved, Close & Import to Invoice
3.1.1.4 Changing to different Printout Format
3.1.1.5 Exporting to PDF

3.1.1 Quotation

3.1.1.1 Issuing a New Quotation

Topic:



Location	Action	Remark
Sales> Quotation>	• Click SALES Activity • Click QUOTATION module • Click NEW	
	• Customer Select EveryDay Customer Pte Ltd • S/N enters 1. ITEM select SVC001 • DESCRIPTION add Collect From: Changi Airport Deliver To: Jurong Island Contact: Mr Ho • QTY enter 20	
	• Check amount is 1,712.00	
	• Click ADD	

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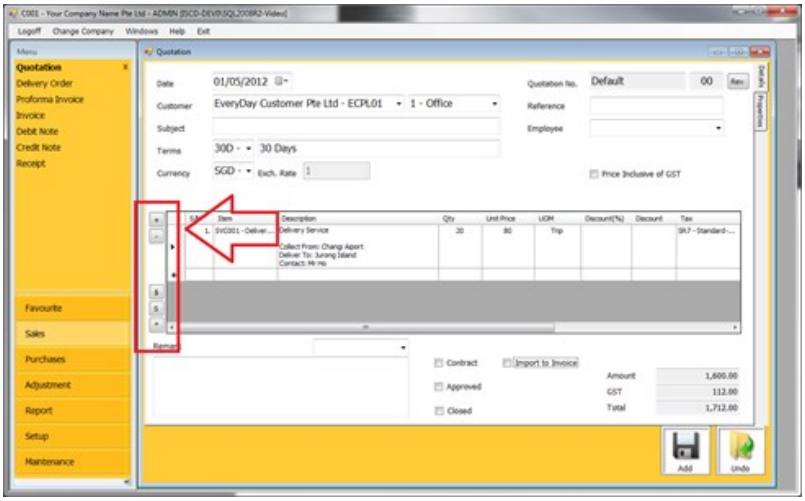
3.1.1.2 Understading of buttons

Topic:

Understanding [+], [-], [$], [S] and [*] buttons



Location	Action	Remark
	• [+] and [-] Buttons enable user to add or delete rows to the document content.	Note that every row added must have item code selected, otherwise the system will not allow this document to be saved.
	• [$] enable you to check the past selling prices.	Note that with this you are also able to check selling prices to other customers for the same item.
	• [S] check on the stock status for this item	
	• [*] will batch update of the detail content. E.g. S/No or Unit Prices	

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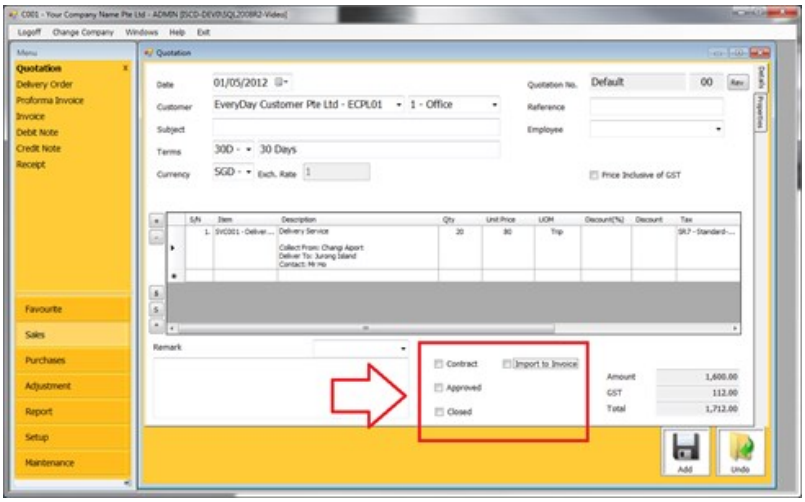
Topic:

3.1.1.3 Understanding Contract, Approved, Close & Import to Invoice



Location	Action	Remark
	• CONTRACT	Tick on Contract if you want the system to monitor fulfillment status. Meaning quantities committed in Order versus quantities Delivered.
	• APPROVED	This will mark this Quotation as a confirmed order.
	• CLOSED	This will stop the system from monitoring this Quotation in Outstanding Quotation Report. It will also make this Quotation unavailable import to D.O. or Invoice
	• IMPORT TO INVOICE	By default, after Quotation you should be doing D.O. However, if you not issuing any D.O. but issuing the invoice afterward, you must Tick this box.

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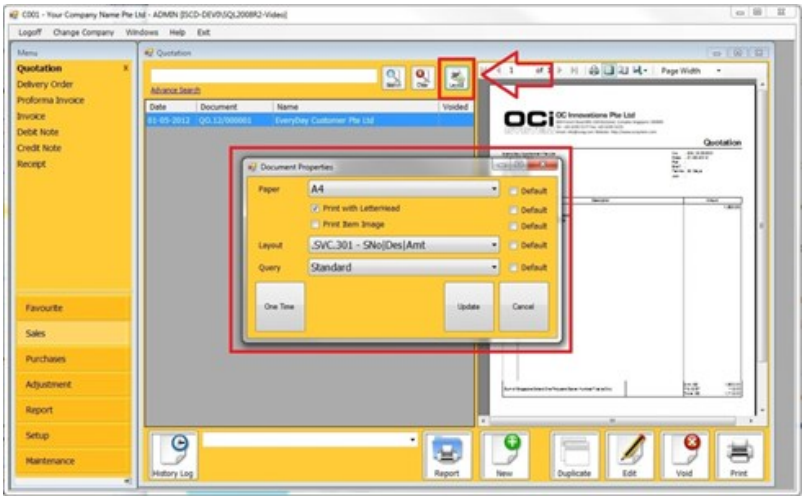
3.1.1.4 Changing to different Printout Format

Topic:



Location	Action	Remark
SALES> QUOTATION	• Click on LAYOUT	Document Properties Dialogue box will appear
	• Un-Tick all the DEFAULT boxes	Un-Tick the Default box release the pre-set layout format you have set in Default Settings. See page 14 - 1.3.4 Configuring Document Defaults
	• PAPER	Chose the printout paper size
	• PRINT WITH LETTERHEAD	Un-Tick if you would like print on pre-printed letterhead.
	• PRINT ITEM IMAGE	This will enable the item picture to be displayed the on the printout. See page 51 - 6.1.1.3 How can I insert an Image Picture to Item
	• LAYOUT	You can select different layouts example service or trading layouts.
	• QUERY	Use Standard. If you select Hide 0 Unit Price, items without price will not be printed out the document.

	• ONE TIME	Will not save these settings but enable you to do a one-time printout.
	• Click UPDATE to save the settings	Note that this only apply to this particular Quotation. New Quotation will be still formatted a per Default Settings.

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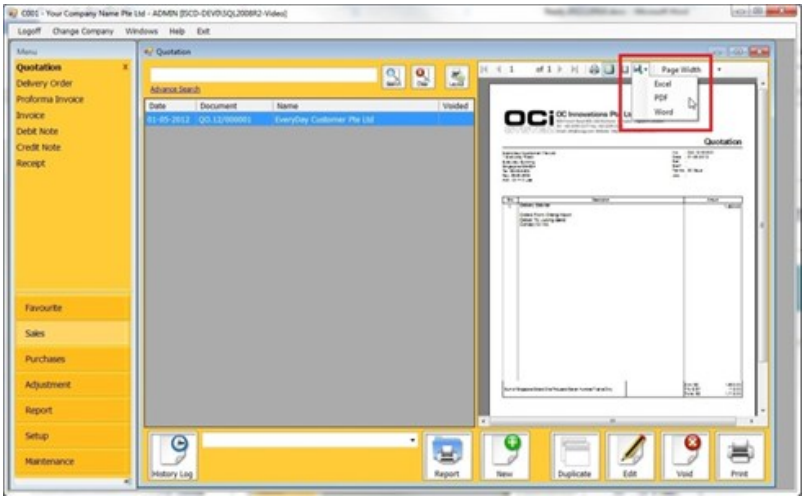
3.1.1.5 Exporting to PDF

Topic:



Location	Action	Remark
SALES> QUOTATION	• Click on LAYOUT	This button is available for All Document and Report modules. Note that exporting in Excel & Word is not supported for documents – Quotation, D.O., P.O., Invoices, etc. Exporting in Excel & Word is only available for Reports – e.g. Listings, P&L, Balance Sheet, etc.

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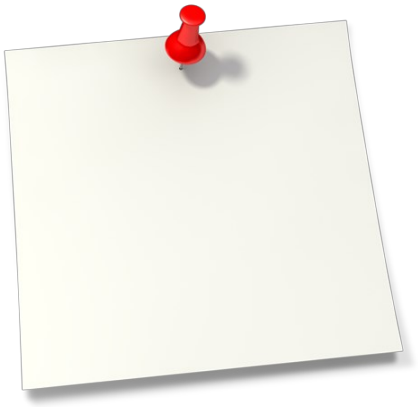
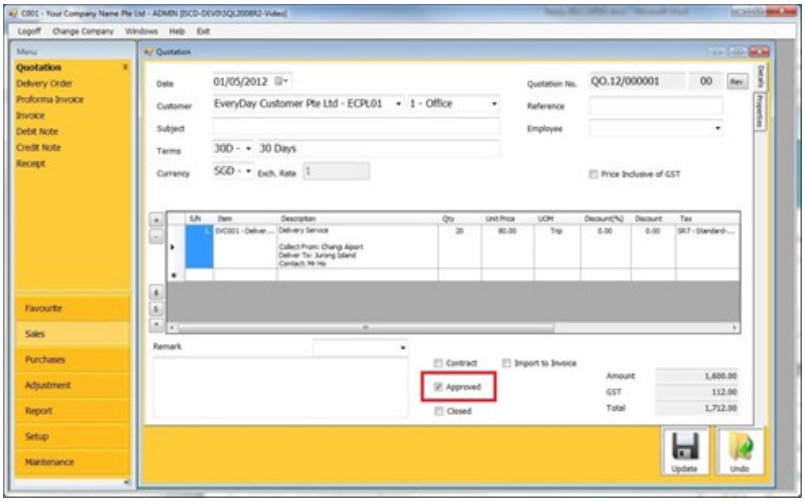


3.1.2.1 Confirming a Quotation into an Order
3.1.2.2 Issuing a DO by importing details from Quotation

3.1.2 Delivery Order

3.1.2.1 Confirming a Quotation into an Order

Topic:



Location	Action	Remark
SALES> QUOTATION	• Click SALES activity • Click QUOTATION module • Select on the Quotation No. you would like to confirm • Click EDIT	
	• Click APPROVED • Click UPDATE	To understand more about Approved see page 27 - 3.1.1.3 Understanding Contract, Approved, Close & Import to Invoice

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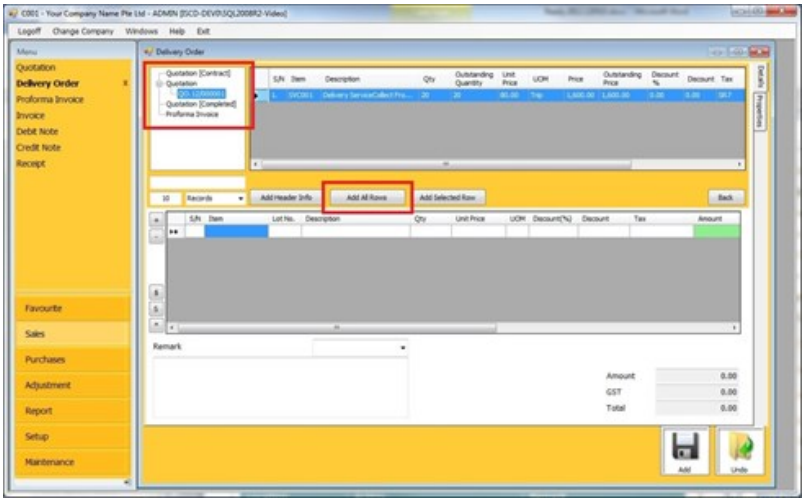
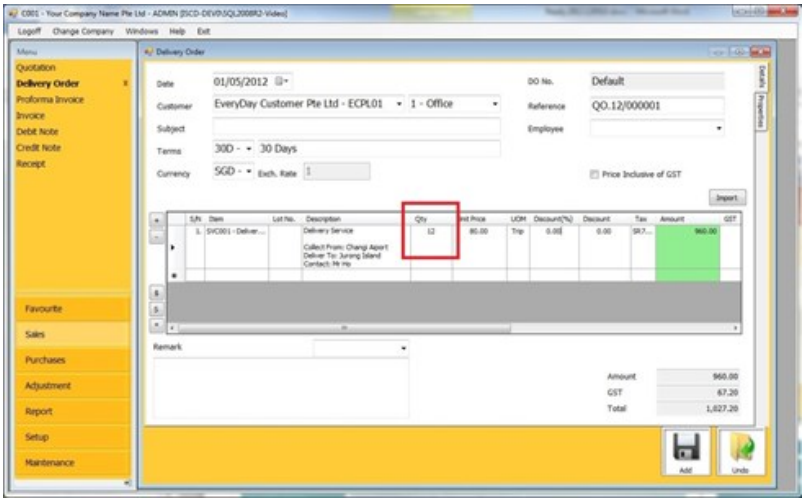
3.1.2.2 Issuing a DO by importing details from Quotation

Topic:



Location	Action	Remark
SALES> DELIVERY ORDER	• Click SALES activity • Click DELIVERY ORDER module • Click NEW	
	• CUSTOMER select EveryDay Customer Pte Ltd	You have to first select the customer before the import process.
	• ADDRESS select Warehouse	You can select alternate address for D.O.
	• Click IMPORT • Click QUOTATION • Click QO.12/000001	After clicking on import, you are able to view the outstanding documents that you can import in D.O.
	• Click ADD ALL ROWS • Click BACK	This will import the entire content of the Quotation into D.O.



Location	Action	Remark
	• QTY amend to 12 • Click ADD	Assuming we are doing a partial delivery

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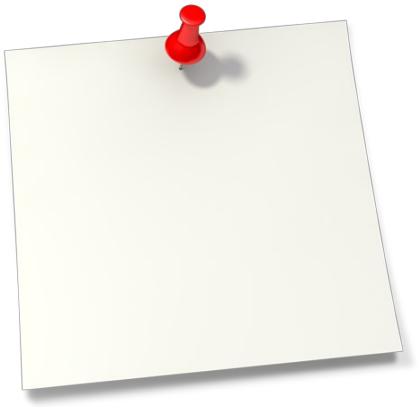
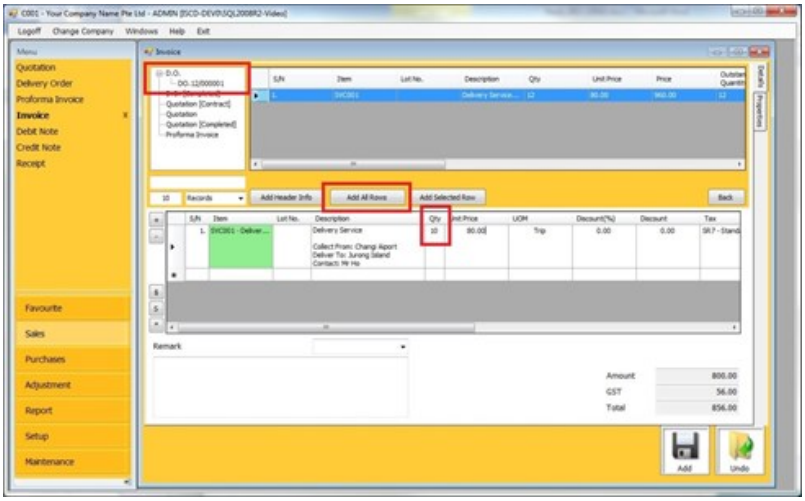


3.1.3.1 Creating Sales Invoices by importing from Delivery Order

3.1.3 Sales Invoice

3.1.3.1 Creating Sales Invoices by importing from Delivery Order

Topic:



Location	Action	Remark
SALES> INVOICE	• Click SALES activity • Click INVOICE module • Click NEW	
	• CUSTOMER select EveryDay Customer Pte Ltd	You have to first select the customer before the import process
	• Click IMPORT • Click D.O. • Click DO.12/000001	After clicking on import, you are able to view the outstanding documents that you can import in Invoice.
	• Click ADD ALL ROWS • Click BACK	This will import the entire content of the D.O. into Invoice.
	• QTY amend to 10 • Click ADD	Assuming you are doing a partial invoice.

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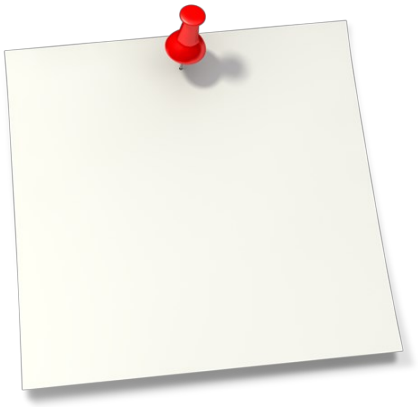
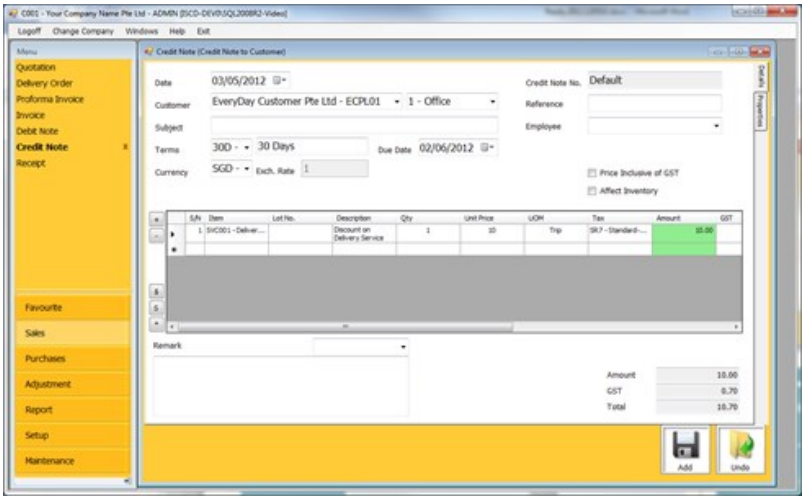


3.1.4.1 Issue a Credit Note

3.1.4 Credit Note

3.1.4.1 Issue a Credit Note

Topic:



Location	Action	Remark
SALES> CREDIT NOTE	• Click SALES activity • Click CREDIT NOTE module • Click NEW	
	• CUSTOMER select EveryDay Customer Pte Ltd	
	• S/N enter 1 • ITEM select SVC001	
	• DESCRIPTION amend to Discount on Delivery Service	You may amend the description appropriately
	• QTY enter 1 • UNIT PRICE enter 10 • Click ADD	Assuming you are giving a $10 discount before GST.

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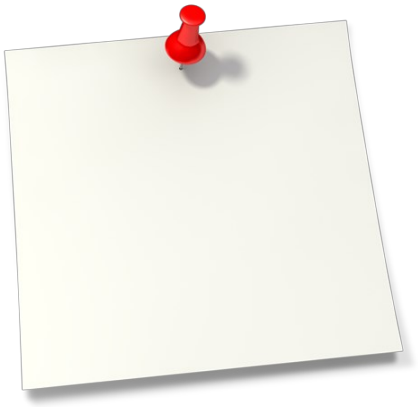
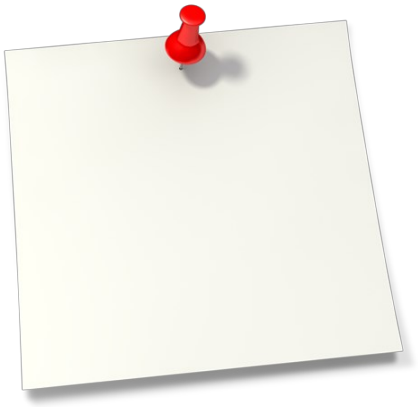


3.1.5.1 Trade Related Receipt
3.1.5.2 Non-Trade Related Receipt

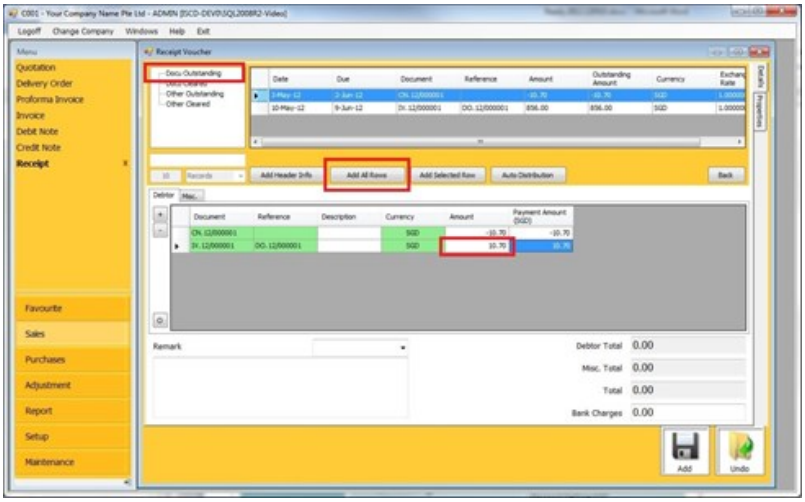
3.1.5 Receipt



3.1.5.1.1 Off-Setting Sales Invoice with Credit Note
3.1.5.1.2 Receiving Payment from Customer
3.1.5.1.3 Receiving Bulk Payments from Customer
3.1.5.1.4 Taking in Customer Deposits

3.1.5.1 Trade Related Receipt

Topic: 3.1.5.1.1 Off-Setting Sales Invoice with Credit Note



Location	Action	Remark
SALES> RECEIPT	• Click SALES activity • Click RECEIPT module • Click NEW	
	• CUSTOMER select EveryDay Customer Pte Ltd • Click IMPORT	
	• Click DOCU OUTSTANDING • Click ADD ALL ROWS	You can see that there are 2 documents outstanding. CN.12/000001 and IV.12/000001
	• AMOUNT amend 10.70 • Click ADD to create Receipt	The Invoice amount is amended to $10.70 same as the Credit Note quantum amount. You can understand it as if you are using the Credit Note value to off-set/pay for the invoice of this same amount.
	• TOTAL check if it is Zero • Click ADD	The total amount of this receipt must zero as you did not physically receive any payment from customer.

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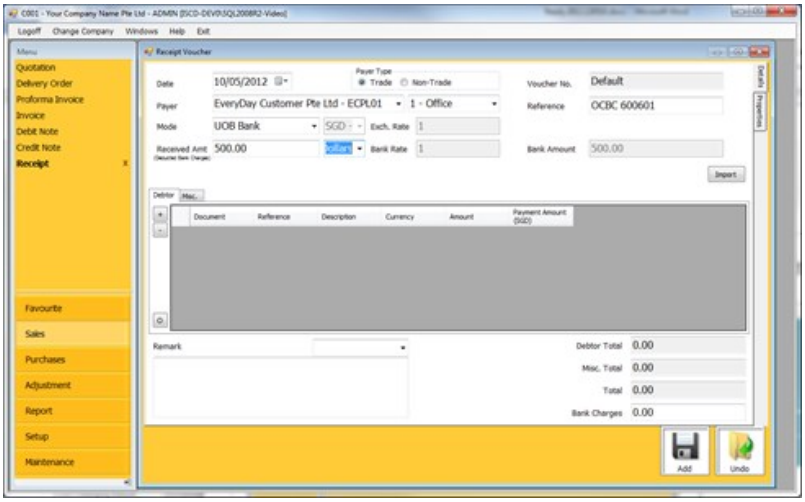
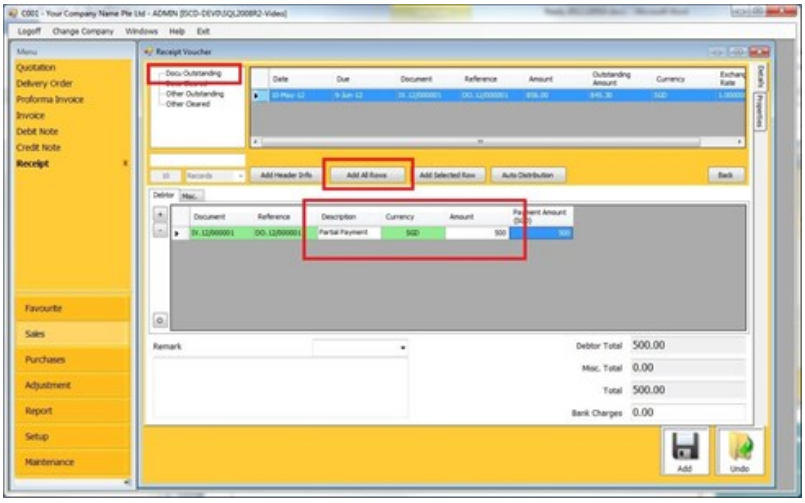
3.1.5.1.2 Receiving Payment from Customer

Topic:



Location	Action	Remark
SALES> RECEIPT	• Click Sales activity • Click Receipt module • Click NEW	
	• CUSTOMER select EveryDay Customer Pte Ltd	
	• REFERENCE enter OCBC600601 • RECEIVED AMT enter 500	Enter the cheque details In this example, assuming customer is making a partial payment of $500



Location	Action	Remark
SALES> RECEIPT	• Click IMPORT • Click DOCU OUSTANDING • Click ADD ALL ROWS	
	• DESCRIPTION enter Partial Payment • AMOUNT amend to 500	Amend the amount to $500 as it is not a full payment
	• Click ADD	

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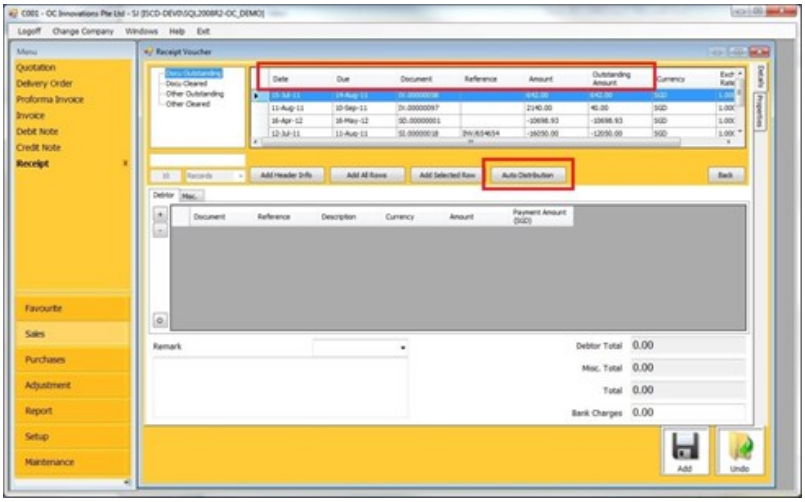
3.1.5.1.3 Receiving Bulk Payments from Customer

Topic:



Location	Action	Remark
SALES> RECEIPT	• Click Sales activity • Click Receipt module • Click IMPORT	
	• Click on DATE, DOCUMENT, or AMOUNT Header	This will sort the list in the respective ascending or descending order that you would like the document to be first paid.
	• Click AUTO DISTRIBTION	Based on the RECEIVED AMT (you have entered), the system will automatically pick on the outstanding invoices to off-set.

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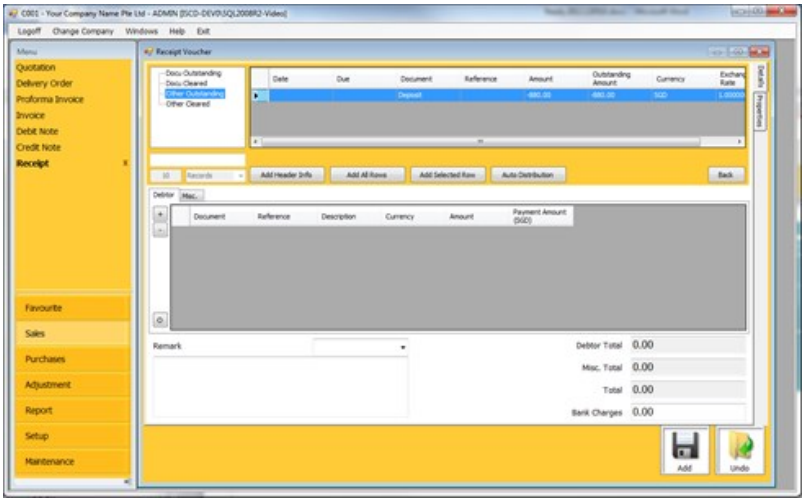
3.1.5.1.4 Taking in Customer Deposits

Topic:

Location	Action	Remark
SALES> RECEIPT	• Click Sales activity • Click Receipt module • Click NEW	
	• PAYER Select EveryDay Customer Pte Ltd	
	• Click [O] button • DOCUMENT enter Deposit • Click OK	This will create a 'Deposit' document/account to facilitate receiving on the deposit payment
	• To issue the receipt, continue the process as per 32 - 3.1.5.1.2 Receiving Payment from Customer	

At later stage, to use the deposit for off-set for payment, it can be found at the following.



Location	Action	Remark
SALES> RECEIPT	• Click IMPORT • Click OTHER OUSTANDING	You will see any deposit payments from customer.

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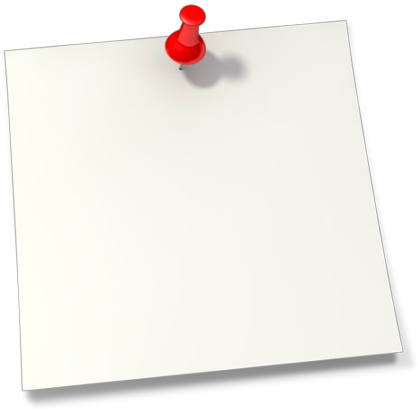
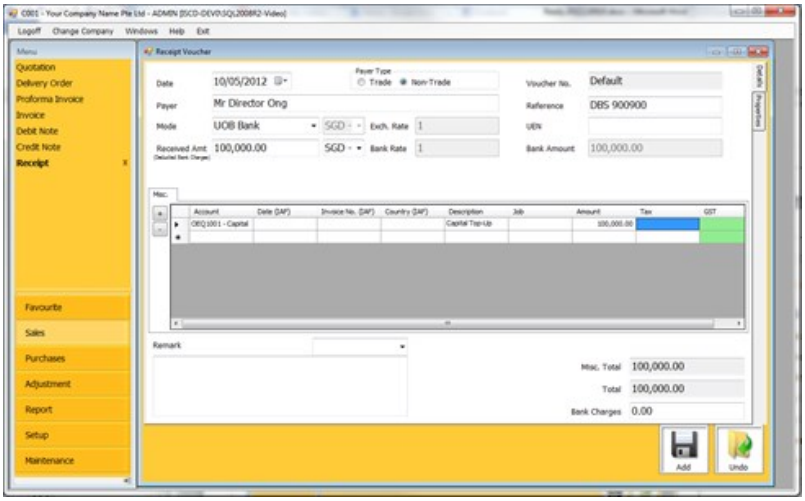


3.1.5.2.1 Receiving Other Funds

3.1.5.2 Non-Trade Related Receipt

3.1.5.2.1 Receiving Other Funds

Topic:



Location	Action	Remark
SALES> RECEIPT	• Click NEW	
	• PAYER TYPE Select Non-Trade	This will switch the receipt mode into receiving other funds
	• PAYER enter Mr Director Ong • REFERENCE enter DBS900900 • RECEIVED AMT enter 100000	Enter payments details
	• ACCOUNT select OEQ1001 • DESCRIPTION enter Capital Top-Up • AMOUNT enter 100000 • Click ADD	Assuming the director is toping up capital of $100k

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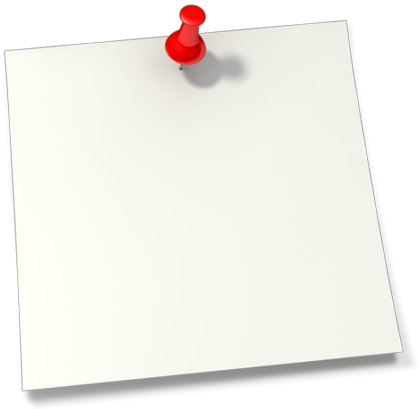


3.2.1 Supplier Invoice
3.2.2 Payment Voucher

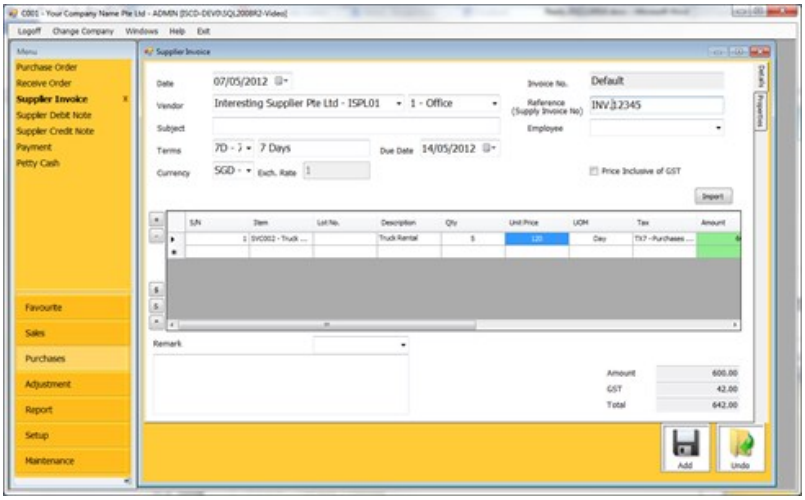
3.2 Buying & Paying (Accounts Payables)

3.2.1 Supplier

3.2.2 Payment

3.2.1 Supplier Invoice

Topic:



Location	Action	Remark
PURCHASES> SUPPLIER INVOICE	• Click PURCHASES • Click SUPPLIER INVOICE Click NEW	
	• VENDOR select Interesting Supplier Pte Ltd • REFERENCE enter INV.12345 • S/N. enter 1 • ITEM select SVC002 • QTY enter 5	Enter the supplier's invoice details
	• Click ADD	

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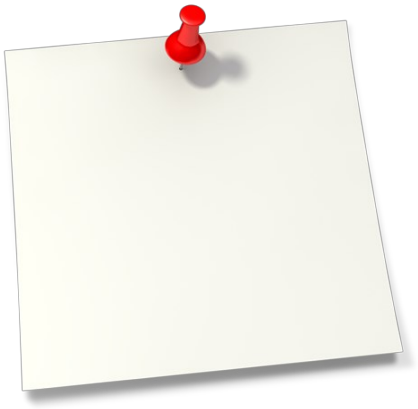
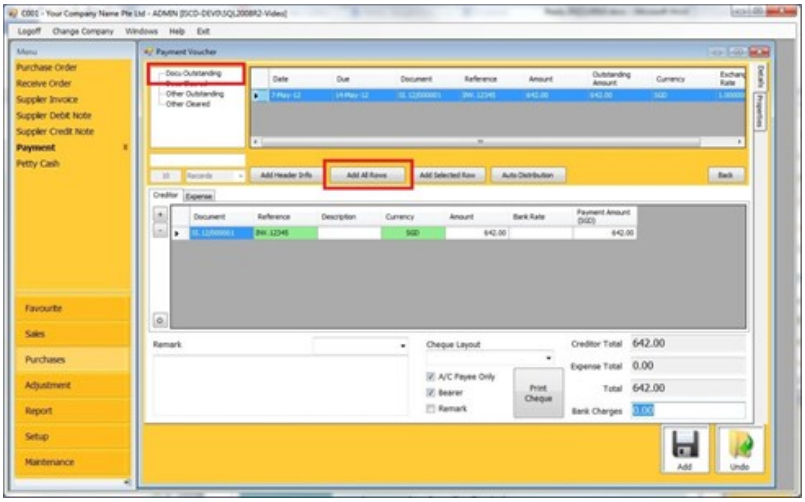


3.2.2.1 Trade Related
3.2.2.2 Non-Trade Related
3.2.2.3 Bank Transfer
3.2.2.4 Cheque Printing

3.2.2 Payment Voucher

3.2.2.1 Trade Related

Topic:



Location	Action	Remark
PURCHASES> PAYMENT	• Click PURCHASES • Click PAYMENT Click NEW	
	• PAYEE select Interesting Supplier Pte Ltd • Click IMPORT • Click DOCUMENT OUTSTANDING • Click ADD ALL ROWS • Click ADD	Enter the supplier's invoice details

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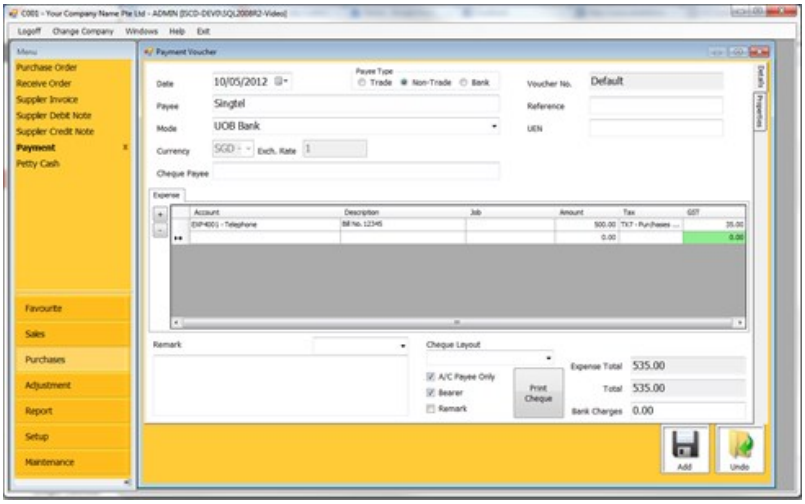
3.2.2.2 Non-Trade Related

Topic:



Location	Action	Remark
PURCHASES> PAYMENT	• Click Purchases activity • Click Payment module • Click NEW	
	• PAYEE TYPE click Non-Trade • PAYEE enter Singtel • ACCOUNT select EXP4001 • DESCRIPTION enter Bill No.1234 • AMOUNT enter 500 • Click ADD	

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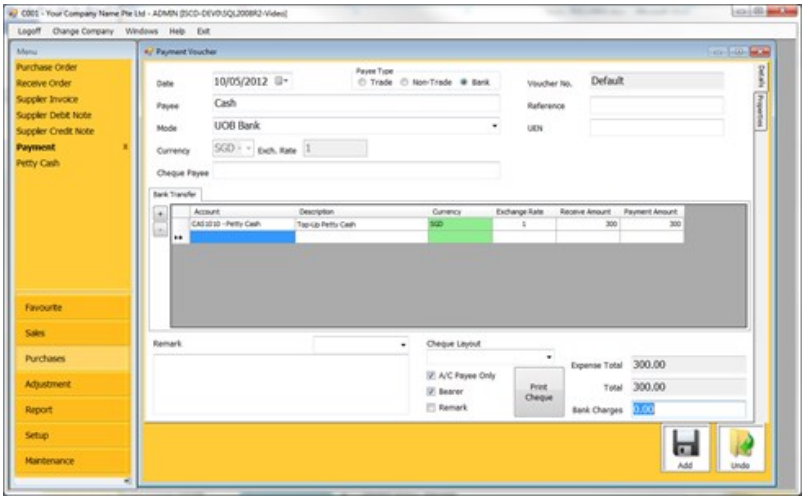
3.2.2.3 Bank Transfer

Topic:



Location	Action	Remark
PURCHASES> PAYMENT	• Click Purchases activity • Click Payment module • Click NEW	
	• PAYEE TYPE click Bank • PAYEE enter Cash • ACCOUNT select CAS0010 • DESCRIPTION enter Top-Up Petty Cash	
	• RECEIVE AMOUNT enter 300	This is the amount the receiving bank (in this case is a petty cash box) will get. Note that this amount may differ from paying bank due to exchange and valuation.
	• PAYMENT AMOUNT enter 300 • Click Add	This is the amount the withdrawing bank will pay out.

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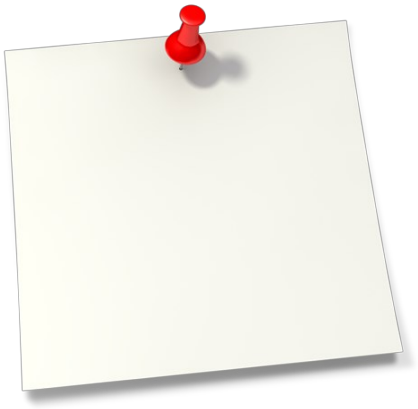
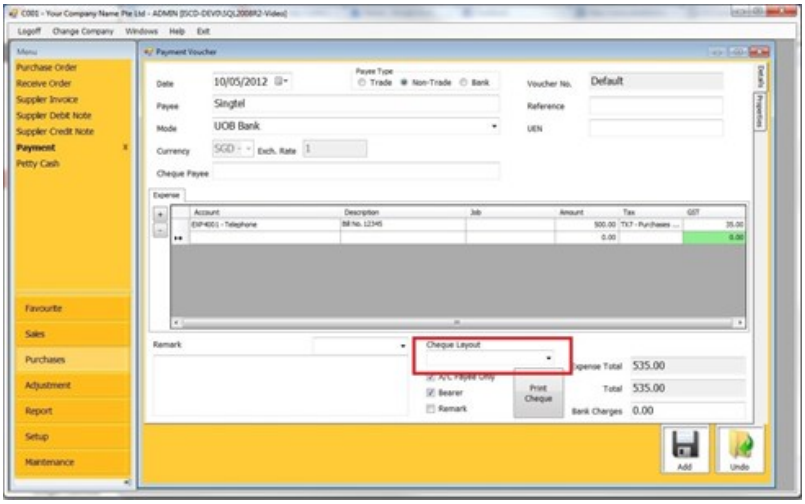


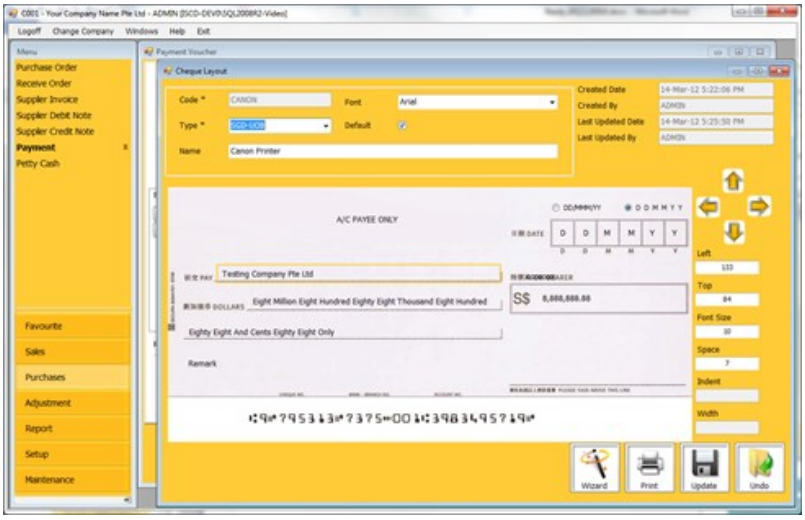
3.2.2.4.1 Setting New Cheque Layout & Fine Tuning

3.2.2.4 Cheque Printing

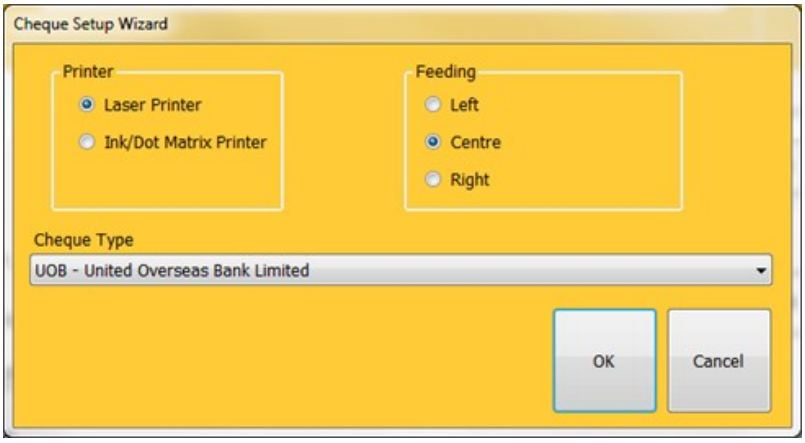
Topic: 3.2.2.4.1 Setting New Cheque Layout & Fine Tuning



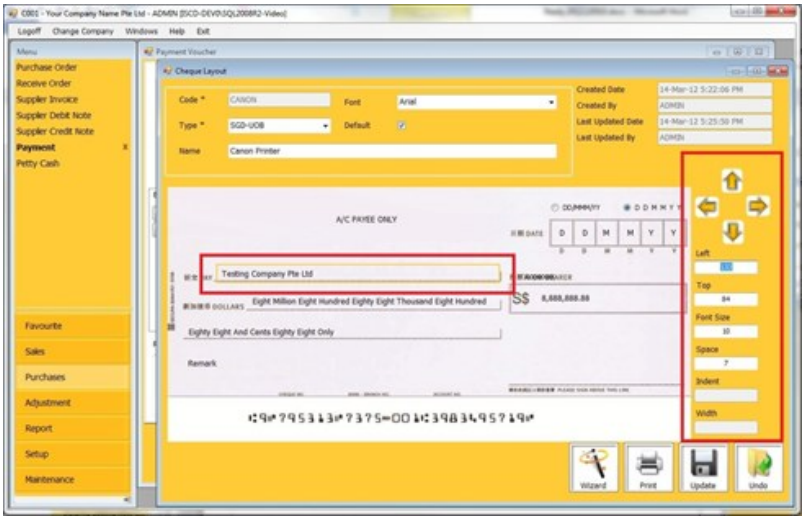
Location	Action	Remark
PURCHASES> PAYMENT	• Click Purchases activity • Click Payment module • Click EDIT on one of the payment • CHEQUE LAYOUT do a Right-Click • Click NEW • Click Create	



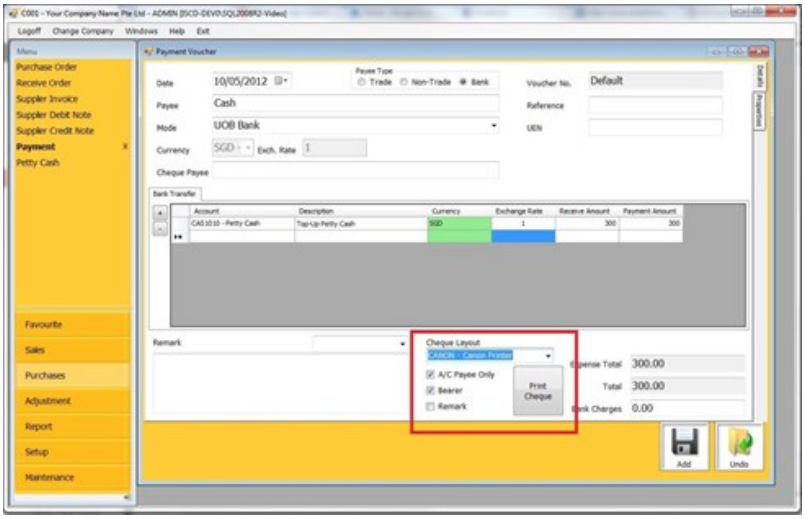
Location	Action	Remark
PURCHASES> PAYMENT	• CODE enter Canon • TYPE select SGD-UOB • DEFAULT Tick • NAME enter Canon Printer • Click WIZARD	



Location	Action	Remark
	• PRINTER select Laser Printer • FEEDING select Centre • CHEQUE TYPE select UOB • Click OK	Enter your printer specifications Upon click ok, the preset margins for the respective bank will set to your layout.



Location	Action	Remark
	To fine tune, click on the respective element and click the arrows button on the right section.	
	• Click PAYEE NAME	Assuming if you want to move the Payee name to be printed 3mm above the line
	• Click on for 3 times	Every one click move the respective element by 1mm in the arrow direction
	• Click PRINT for trial printout • Click ADD when done. • Close the CHEQUE LAYOUT module	



Location	Action	Remark

	• CHEQUE LAYOUT select CANON	This is to select the layout setting previously setup
	• A/C PAYEE ONLY Tick	This will crossed-out the cheque.
	• BEARER Tick	This will strike-off the Bearer.
	• Remark Un-Tick	You may tick this if you want the remark to be also printed on the cheque.
	• Click PRINT CHEQUE	Insert a cheque into printer and you may get the cheque printed.

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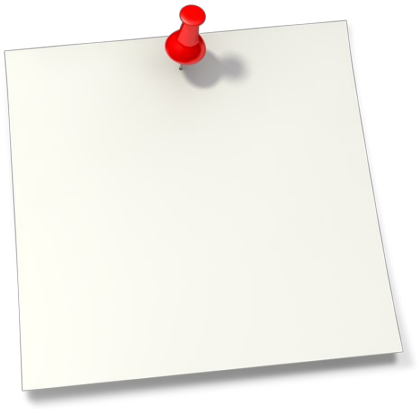
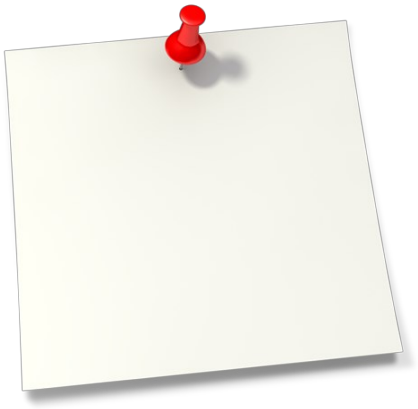


4.1 Details Tracing
4.2 Document Listing Reports
4.3 Financial Reports
4.4 GST
4.5 Bank Reconciliation
4.6 Job Costing

4 Result



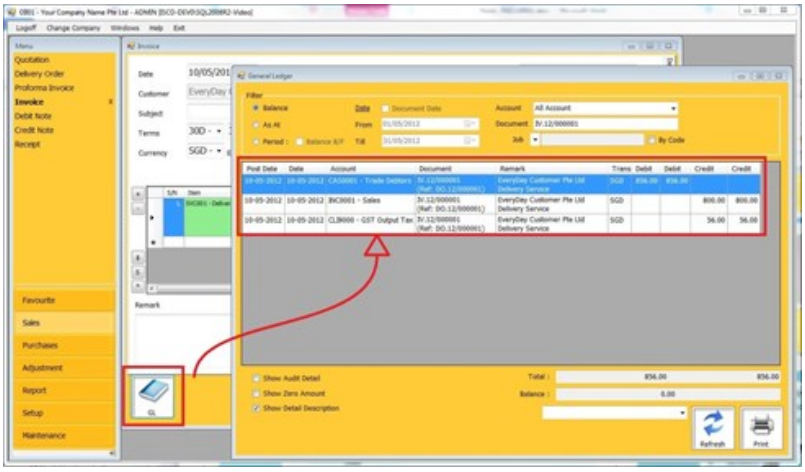
4.1.1 Viewing Transaction GL Entries
4.1.2 View History Log

4.1 Details Tracing

4.1.1 Viewing Transaction GL Entries

Topic:

General Ledger (GL) entries can be found in all the modules in Sales and Purchases activities, except for Quotation, Delivery Order and Purchase Order modules.



Location	Action	Remark
SALES> INVOICE	• Click SALES activity • Click INVOICE module • Select any Invoice • Click EDIT	
	• Click GL	General Ledger Dialogue box will pop up, and you can see the double entries for this invoice

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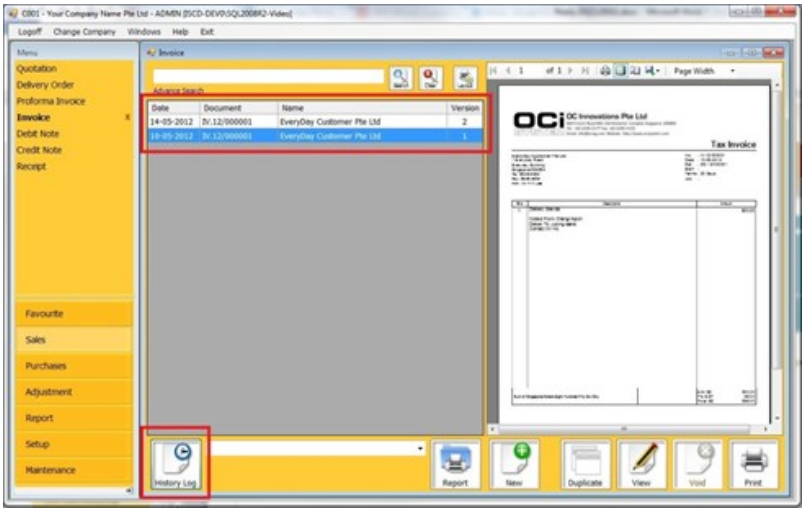
4.1.2 View History Log

Topic:



Location	Action	Remark
SALES> INVOICE	• Click SALES activity • Click INVOICE module • Select any Invoice	
	• Click HISTORY LOG	You will notice that the list is only displaying the selected document number. It indicates number of time this same invoice has been amended. In this example, you can see that the invoice has been amended, as there is more than one version. You can see that the invoice's date has been changed. Note that you may click VIEW to see the details of every version.

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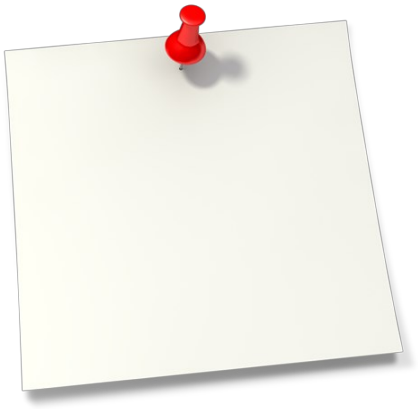


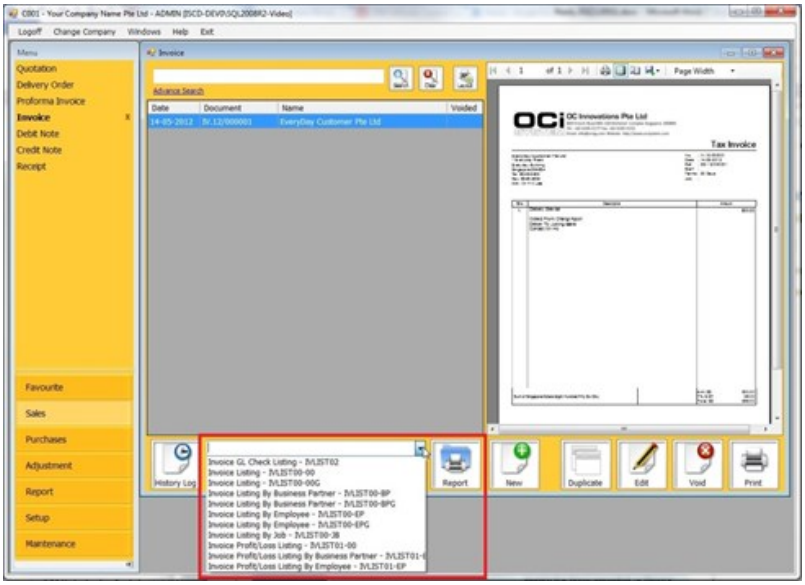
4.2.1 Invoice Listing

4.2 Document Listing Reports

Document Listings are available for all modules in Sales and Purchase activities

4.2.1 Invoice Listing

Topic:



Location	Action	Remark
SALES> INVOICE	• Click SALES activity • Click INVOICE module	
	• Select a report • Click REPORT	

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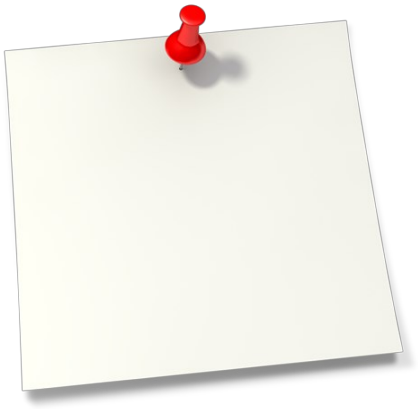
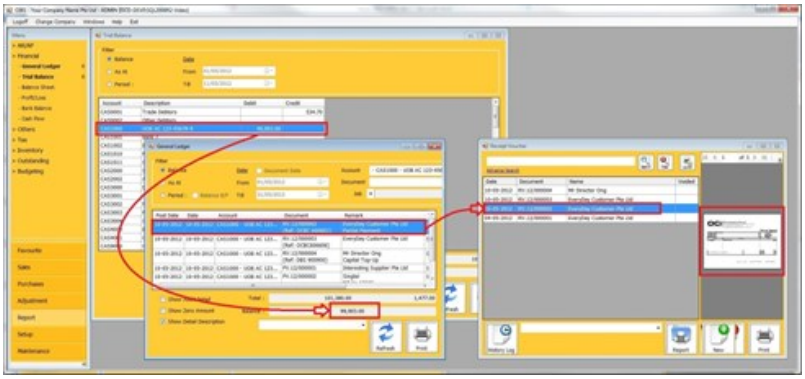


4.3.1 Drill Down Function
4.3.2 Profit & Loss Income Statement

4.3 Financial Reports

4.3.1 Drill Down Function

Topic:



Location	Action	Remark
Report> Trial Balance	• Click REPORT activity • Click FINANCIAL • Click TRIAL BALANCE module	
	At Trial Balance: • Select UOB AC 123-45678-9 • Double-Click	This will trigger the General Ledger to pop-up. It will display the entries that total up to the displayed amount.
	At General Ledger: • Select a documents • Double-Click	Depending on the document selected, this will trigger the respective module to pop-up. It will display the source document that posted that particular entry.

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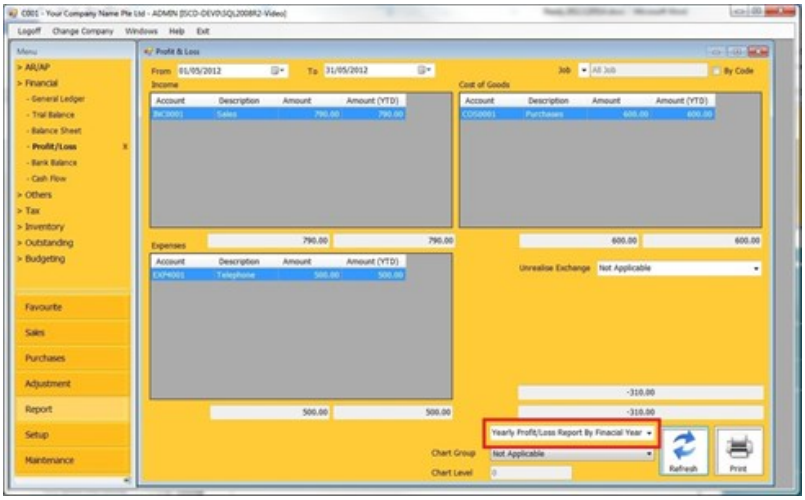
4.3.2 Profit & Loss Income Statement

Topic:



Location	Action	Remark
Report > Profit / Loss	• Click REPORT activity • Click FINANCIAL • Click PROFIT/LOSS module	
	• FROM & TO select period	
	• Click REFRESH • Printout to select report • Click PRINT	Note that you can also drill down on the displayed list.

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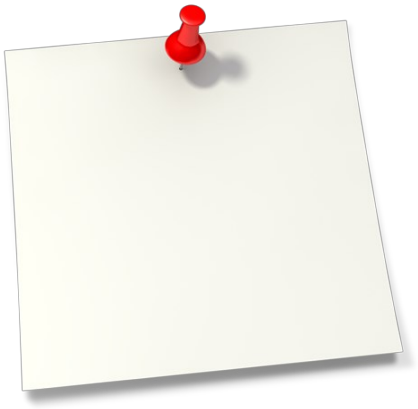
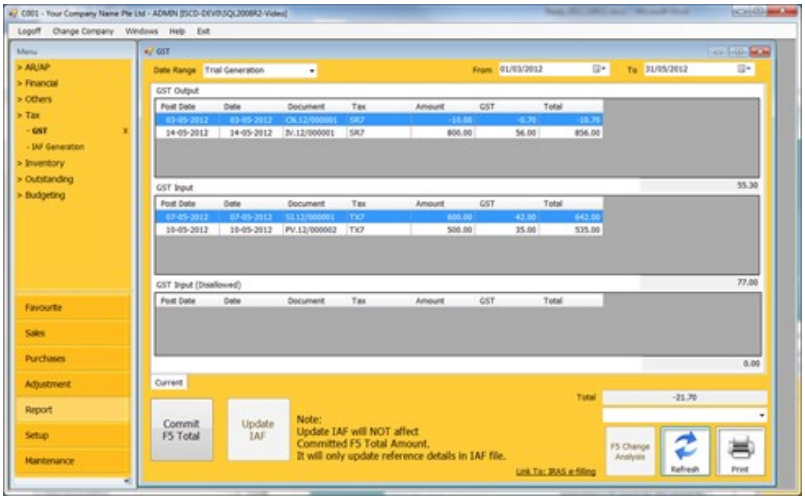


4.4.1 Preparing GST F5
4.4.2 Printing & Submitting GST F5
4.4.3 Making Changes to Committed F5 Total
4.4.4 Generating of IAF

4.4 GST

4.4.1 Preparing GST F5

Topic:



Location	Action	Remark
Report> **Tax>** **GST**	• Click REPORT activity • Click TAX • Click GST module	Before you are able to submit a F5 report, you are required to Commit the period in to a Date Range Serial. The following will show you how to do so.
	• DATE RANGE select Trial Generation	Select Trial Generation for if you are generating a F5 report for the period for the first time.
	• FROM and TO select first and last day of the period/quarter	
	• Click REFRESH	This will enable the system to extract all the transactions within the period. Note that if a PREVIOUS Tab appear, that would means that there are transactions before the period that were not committed for submission

	• Printout select Tax Listing Report (Trial) • Click PRINT	You may do a printout to check if the listed transactions are correct. Once you are sure that they are correct, you can lock them by committing it.
	• Click COMMIT F5 TOTAL	This enable the system to lock the transactions that tabulate up to the total. The transactions will be recorded in a Date Range Serial newly generated. The name of the serial is basically the period dates. Since the transactions are recorded in the new Date Range Serial, there will be no more transactions display in Trial Generation.
	• DATE RANGE select the newly generated serial • Click REFRESH	After refresh, the previously 'disappeared' generated list is now listed.

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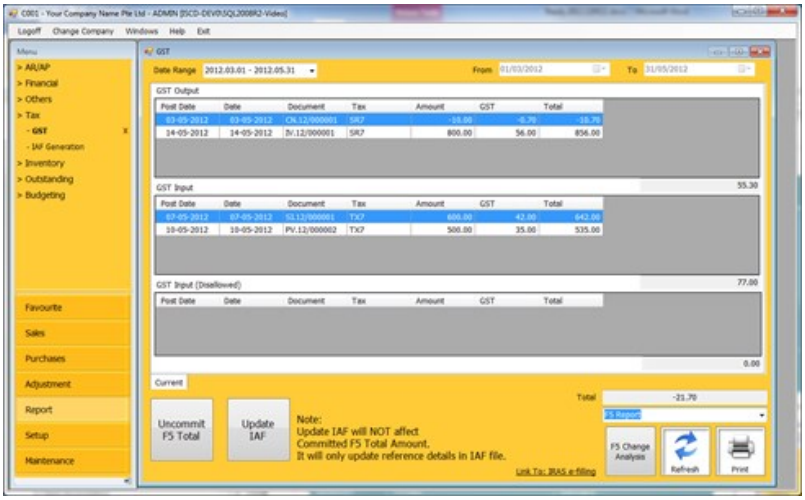
4.4.2 Printing & Submitting GST F5

Topic:



Location	Action	Remark
Report> Tax> GST	• DATE RANGE select the required period Date Range Serial • Click REFRESH	
	• REPORT select F5 Report • Click PRINT	You may also do a Detail printout for reference.
	• FROM and TO select first and last day of the period/quarter	
	• Click REFRESH	This will enable the system to extract all the transactions within the period. Note that if a PREVIOUS Tab appear, that would means that there are transactions before the period that were not committed for submission

	• Click COMMIT F5 TOTAL	This enable the system to lock the transactions that tabulate up to the total. The transactions will be recorded in a Date Range Serial newly generated. The name of the serial is basically the period dates. Since the transactions are recorded in the new Date Range Serial, there will be no more transactions display in Trial Generation.
	• DATE RANGE select the newly generated serial • Click REFRESH • Click Print	After refresh, the previously 'disappeared' generated list is now listed.

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Topic: 4.4.3 Making Changes to Committed F5 Total

Location	Action	Remark
Report> Tax> GST	• DATE RANGE select the required period Date Range Serial • Click REFRESH	
	• Click F5 CHANGES ANALYSIS	A dialogue pop-up displaying if there are any changes to the figures. Any difference in amount will be displayed in Red.
	• Click UNCOMMIT F5 TOTAL	Once you are sure that you would like the system to recalculate the F5 total, you can released/unlock the recorded transactions by clicking on Uncommitted. Note that this will not delete the transactions but release them for later calculation.
	• Repeat process in Page 42 - 4.4.2 Printing & Submitting GST F5	

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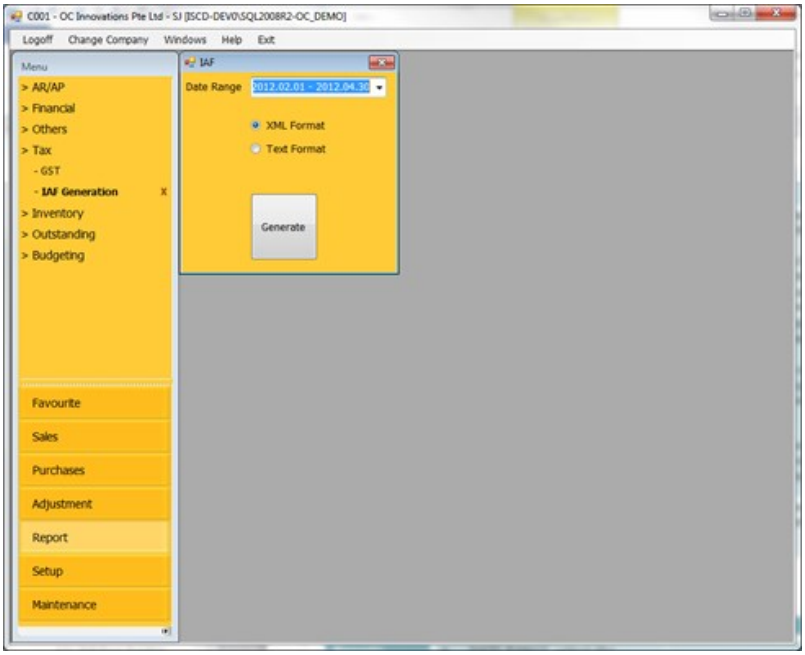
4.4.4 Generating of IAF

Topic:



Location	Action	Remark
Report > Tax > IAF Generation	• Click REPORT activity • Click TAX • Click IAF GENERATION module	
	• DATE RANGE select the required date range serial	To generate the a new date range serial see page 42 - 4.4.2 Printing & Submitting GST F5
	• Select XML or TEXT FORMAT	Select the required format requested by IRAS
	• Click GENERATE • Enter a name for the IAF file • Browse to the location to save the file	You may attach this file for IRAS officer for audit.

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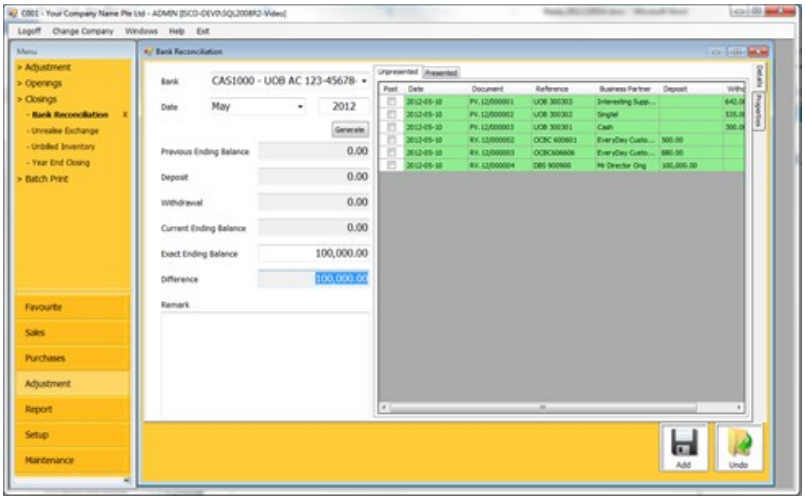
4.5 Bank Reconciliation

Topic:



Location	Action	Remark
Adjustment> Closings> Bank Reconciliation	• Click NEW • BANK select bank you would like to reconcile • DATE select the month and enter the year	
	• Click GENERATE	This will list out all the transactions relating to the bank for the period
	• PREVIOUS ENDING BALANCE	Check that this matches the opening balance of your statement received from the bank
	• DEPOSIT • WITHDRAWAL • CURRENT ENDING BALANCE	The amounts here will add up when you tick on the list
	• EXACT ENDING BALANCE enter the balance show on statement by the bank	

	• TICK on POST presented items • DIFFERENCE	The objective is to tick on the presented items so that the Current Ending Balance matches the Exact Ending Balance. This means the Difference will be zero, which means your bank is reconciled. Note to 'un-tick' an item you have accidentally ticked, you can Click on Presented Tab and tick on them. You will notice that it will roll back to the Un-Presented Tab list.
	• Click ADD	

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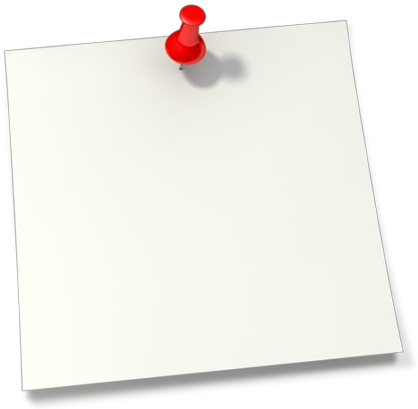
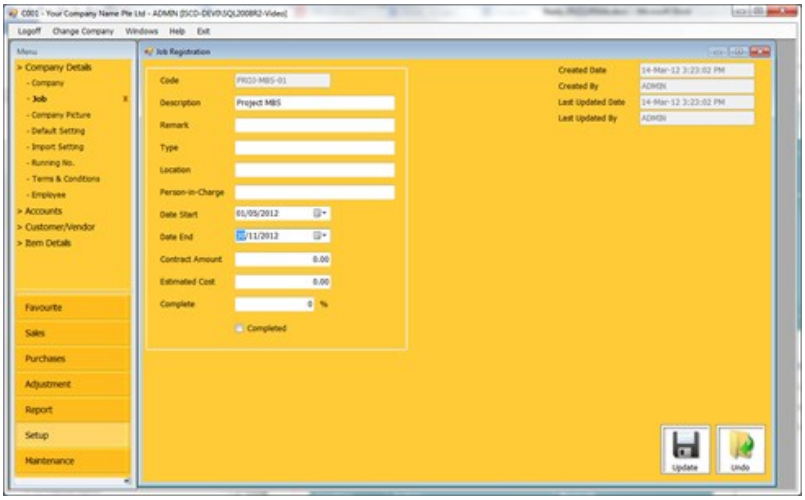


4.6.1 Creating Job Code
4.6.2 Applying Job Code
4.6.3 Get Job's Report

4.6 Job Costing

4.6.1 Creating Job Code

Topic:



Location	Action	Remark
Setup> **Job>**	• Click SETUP activity • Click COMPANY DETAILS • Click JOB module • Click NEW	
	• CODE enter PRO-MBS-01	Enter a unique code
	• DESCRIPTION enter Project MBS • REMARK • TYPE • LOCATION • PERSON-IN-CHARGE • DATE START • DATE END • CONTRACT AMOUNT • ESTIMATED COST • COMPLETE% • COMPLETE	Enter project details
	• Click ADD	

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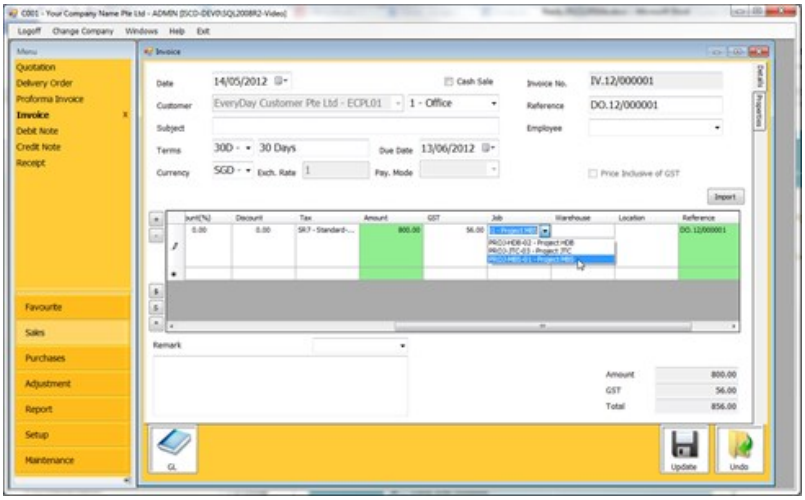
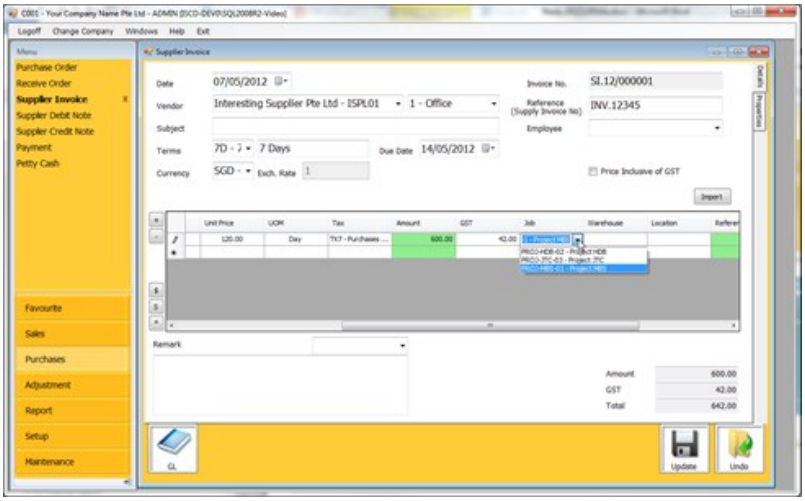
4.6.2 Applying Job Code

Topic:



Location	Action	Remark
Sales> Invoice	• Select a the Sales Invoice • Click EDIT • Select an appropriate job code	
	• JOB select Project MBS	Select an appropriate job code to relate to this sales invoice. Note that if there are more than one line items in the invoice, you can assign the value of different job code the same invoice.
	• Click UPDATE	



Location	Action	Remark
Purchase> **Supplier Invoice**	• Click Purchases activity • Click Supplier Invoice module • Select a the Supplier's Invoice • Click EDIT	
	• JOB select Project MBS	Select an appropriate job code to relate to this sales invoice. Note that if there is more than one line items in the supplier invoice, you can assign the value of different job code the same invoice.
	• Click UPDATE	

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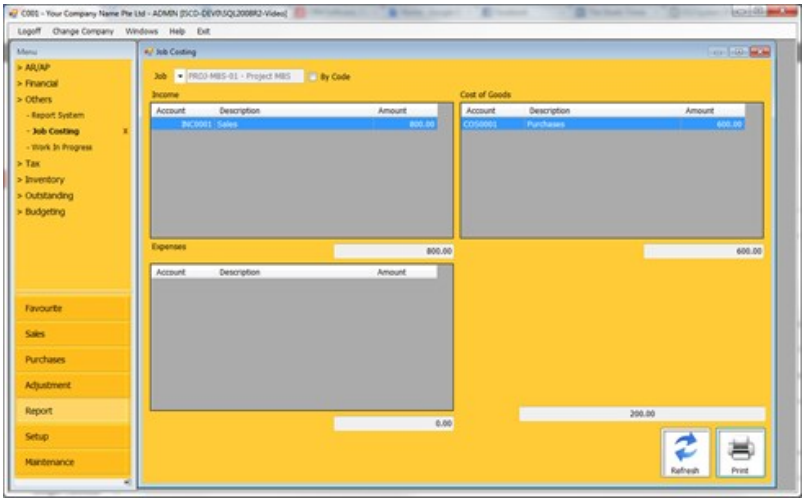
4.6.3 Get Job's Report

Topic:



Location	Action	Remark
Report> **Other>** **Job Costing**	• Click REPORT activity • Click OTHERS • Click Job Costing • JOB select Project MBS • Click REFRESH	
	• INCOME • COST OF GOODS • EXPENSES	You will be able to see those documents value that you have earlier tagged – sales invoice and supplier invoice appearing the list. Note that you can do a drill-down by doing a double-click on the line of the list.
	• Click PRINT	You can do a printout of the job profit & loss.

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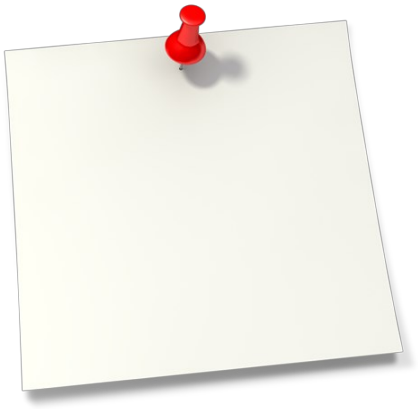
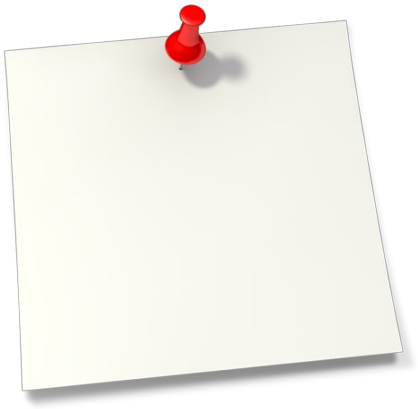


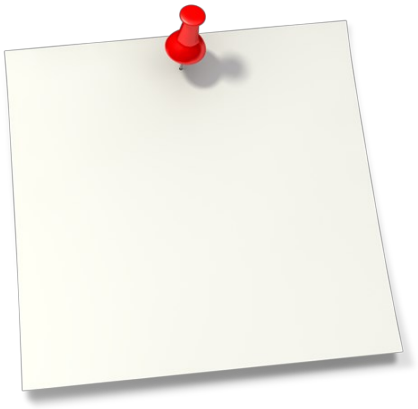
5.1 Access Control
5.2 Data Management
5.3 Services

5 Maintenance



5.1.1 Users & Role Management

5.1 Access Control



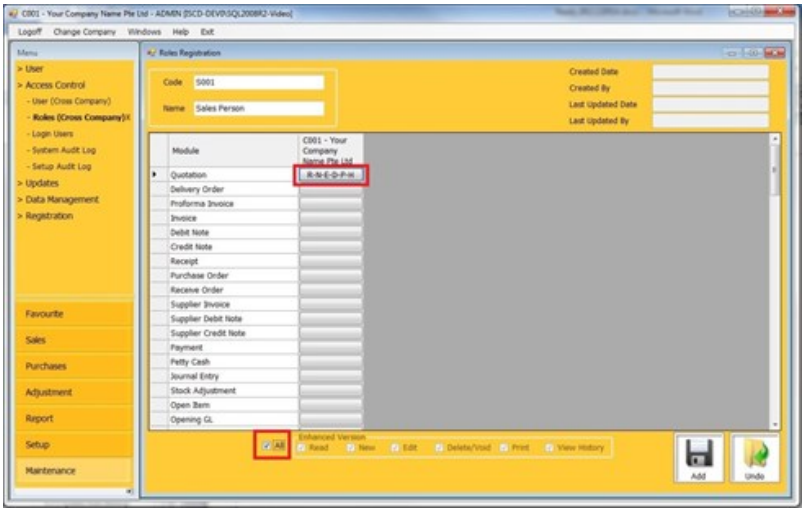
5.1.1.1 Creating a new Role
5.1.1.2 Creating and Assigning User to new Role
5.1.1.3 Login in as a limited user

5.1.1 Users & Role Management

User is the name and details of the user, while Role are the duties that the particular user or list of users perform.
To setup access control, you have to first create a Role.

5.1.1.1 Creating a new Role

Topic:



Location	Action	Remark
Maintenance> Access Control> Roles	• Click MAINTENANCE activity • Click ACCESS CONTROL • Click ROLES module • Click NEW	
	• CODE enter S001	
	• NAME enter Sales Person	Give a description
	• Click QUOTATION button	On the modules you wish to allow the role to perform, click on the button Note that you can select all the modules by click on the header.
	• TICK ALL	Tick will enable role to have all access to this module. Repeat the process for other modules you wish the role to perform. Note that only for Enhance Version, you are able to control READ, NEW, EDIT, DELETE, PRINT, VIEW HISTORY
	• Click ADD	

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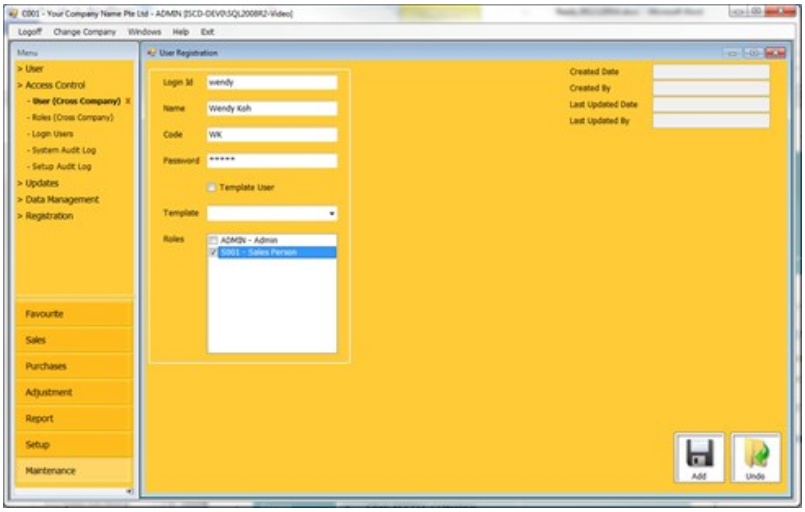
5.1.1.2 Creating and Assigning User to new Role

Topic:



Location	Action	Remark
Maintenance> Access Control> Roles	• Click MAINTENANCE activity • Click ACCESS CONTROL • Click USER module • Click NEW	
	• LOGIN ID enter wendy	This is login id the user have to enter with every access
	• NAME enter Wendy Koh	
	• CODE enter WK	This code is use to tagging in document running nos.
	• PASSWORD enter 12345	You may pre-enter a password for this user. Note that the user can change their password later.
	• TEMPLATE USER • TEMPLATE	These are customize fields meant for other project
	• ROLES tick Sales Person	Select the role that this user performs. Note that if more than one role are selected, the user will have access to the modules granted in the selected roles.

	• Click ADD	

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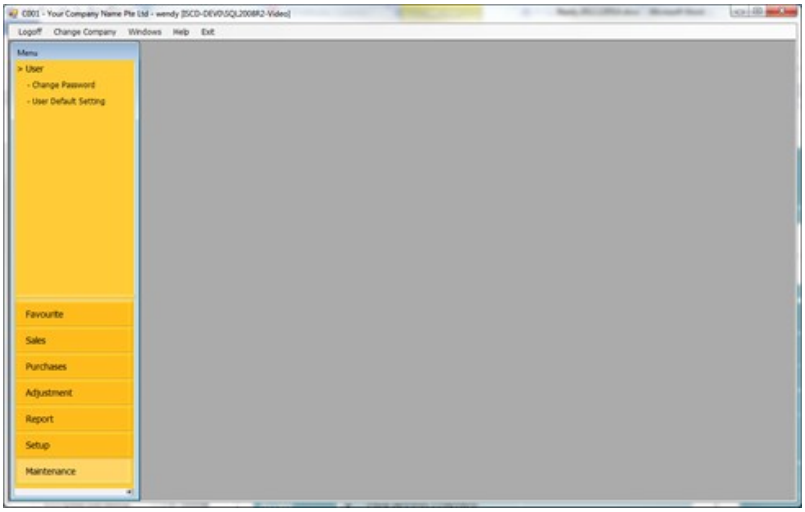
Topic: 5.1.1.3 Login in as a limited user



Location	Action	Remark
	At top left corner • Click LOG OFF	
	• LOGIN ID enter wendy • PASSWORD enter 12345	
	• Click SALES activity	You should be able to see that the user can only access to Quotation module
	• Click MAINTENANCE activity	Note that the user can change their password and default setting even without your allocation.

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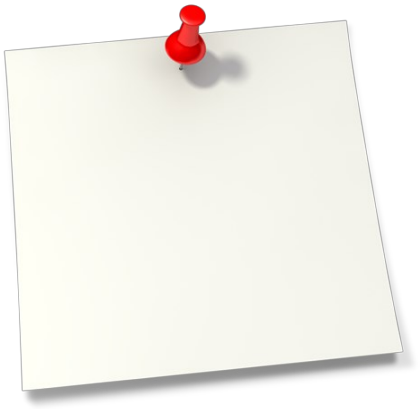
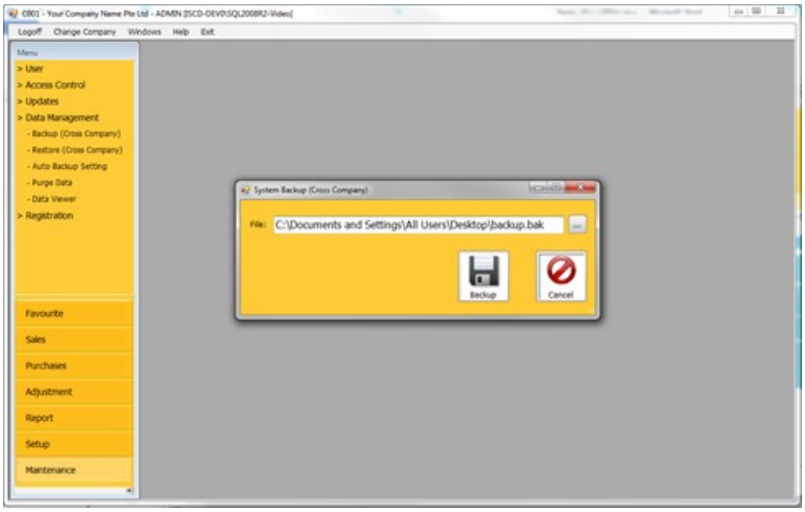


5.2.1 Manual Backup
5.2.2 System Auto Backup

5.2 Data Management

5.2.1 Manual Backup

Topic:



Location	Action	Remark
Maintenance> Data Management> Backup	• Click MAINTENANCE activities • Click DATA MANAGEMENT • Click BACKUP module	
	• FILE enter the path and name of the backup file	You may browse to the path by click on [...]
	• Click BACKUP • Click (...) • Select C. drive • Select Document & Setting • ALL users • Desktop • Click OK	A file will be created. You can restore your database from this file to roll back you database to a previous status.

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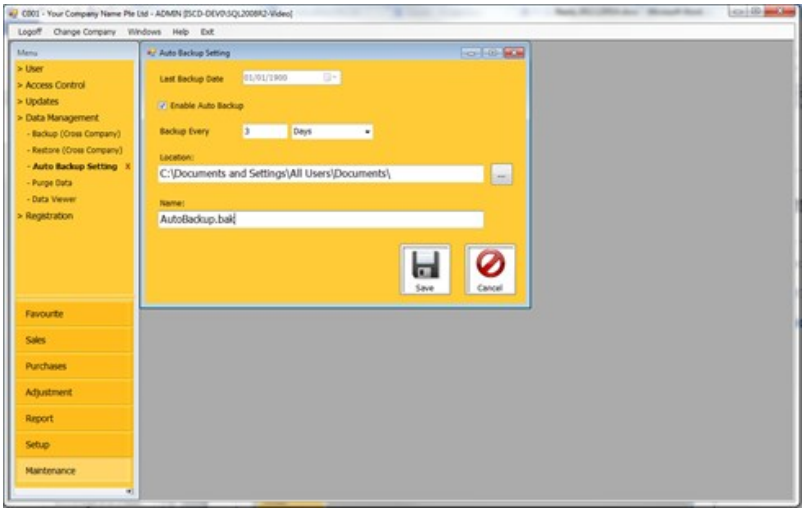
5.2.2 System Auto Backup

Topic:



Location	Action	Remark
Maintenance> Data Management> Backup	• Click MAINTENANCE activities • Click DATA MANAGEMENT • Click AUTO BACKUP SETTING module	You can set the system to perform an auto backup regularly
	• ENABLE AUTO BACKUP tick	
	• BACKUP EVERY 3 Days • Click (...) • Select C. drive • Select Document & Setting • ALL users • Desktop • Click OK	Set the interval for the regular backup.
	• LOCATION browse to the folder to save the backup files • NAME enter a name	Note that regular backups do no overwrite previous files. Every backup files created will have a date and time stamp as part of their backup name.
	• Click SAVE	

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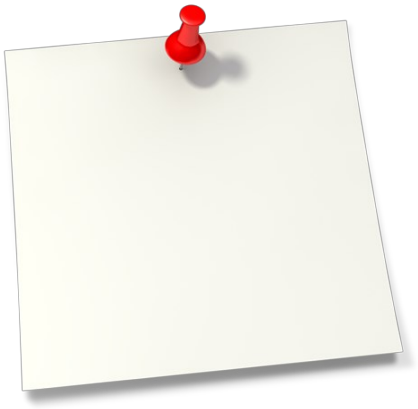
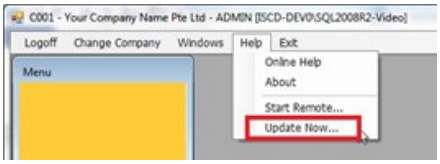


5.3.1 System Updates
5.3.2 Remote Access Service

5.3 Services

Topic: 5.3.1 System Updates



Location	Action	Remark
	Top menu • Click HELP • Select UPDATE NOW... • Click YES	This will enable the system to check for any new update version. Note that internet connection is required for this process. The system will do a backup of you data, download the latest version and auto update your system accordingly

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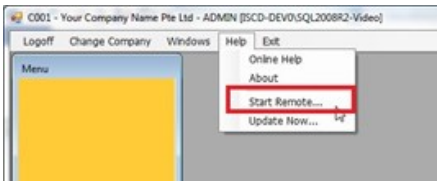
5.3.2 Remote Access Service

Topic:

Remote Access service is performed when OCi Support Team need to access your computer via internet to remotely take control your computer.
This is the best way to understand the issue that you are reporting and to rectify them.
Note that is a secured means of access and the team does not have the ability to connect to your computer without your permission.
You are required to run the remote application and inform the team about the ID before a remote connection can be established.



Location	Action	Remark
	Top menu • Click HELP • Select START REMOTE... • Click YES	This will enable the system to download a 3rd party application to facilitate a secure connection between OCi Support team to your computer. Note that internet connection is required for this process.
		You have to keep the application running in order to enable the connection. Before the Support Team is able to establish a connection, you have to advise them YOUR ID as shown in the red box. Note that the ID will change from time to time to ensure security.

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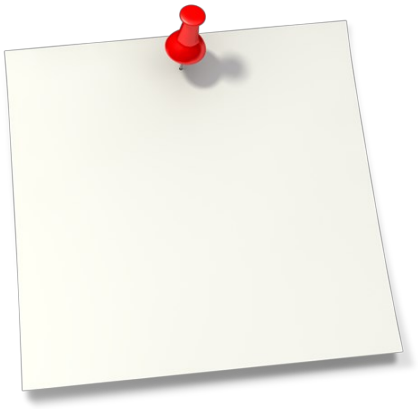
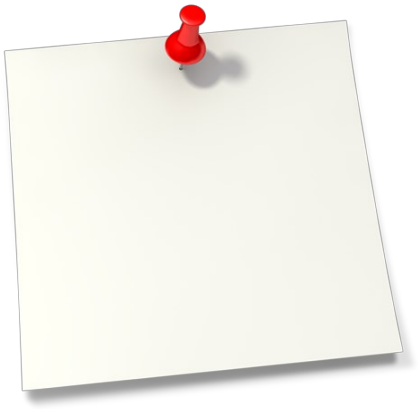


6.1 Settings
6.2 Using
6.3 Processing
6.4 Others

6. FAQ



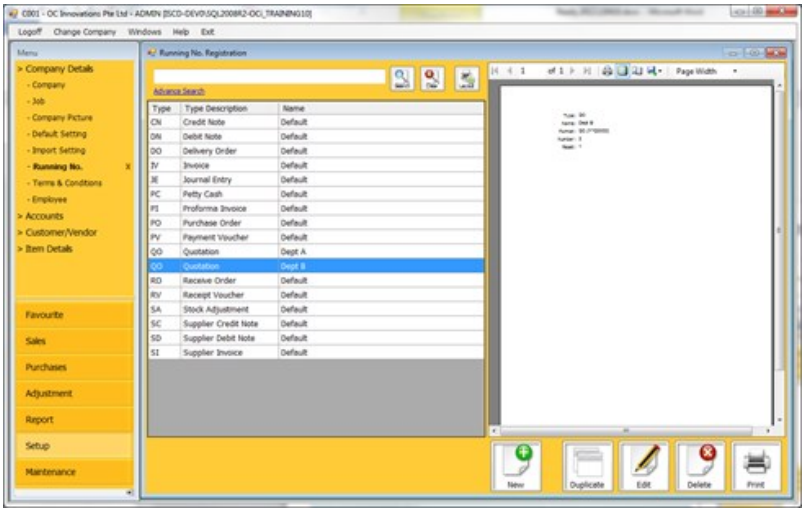
6.1.1.1 How do I setup Multiple Running Number Series?
6.1.1.2 What is Check Similar Reference at Default Settings Registration?
6.1.1.3 How can I insert an Image Picture to Item?

6.1 Settings

6.1.1.1 How do I setup Multiple Running Number Series?

Topic:

This is useful if you need more than one set of running number series.
Let's say if you have 2 sales departments, each needed to have their own set of running numbers, you can create them as follows.



Location	Action	Remark
Setup Activity> Running No.	• Click SETUP activity • Click COMPANY DETAILS • Click Running No module • Select QUOTATION • Click DUPLICATE	This is to create another set of running number series for Quotation. We can duplicate the existing Quotation Running No. instead of starting new.
	• NAME	Give a meaningful name. You can set the name as Dept A and the other as Dept B for example.
	• FORMAT • NEXT NUMBER	Set the series formula and the next running number. Note that this series not necessary to be the same as the other series; it can be of a totally different format.

	• Click ADD • Close the module	This is to save your changes.

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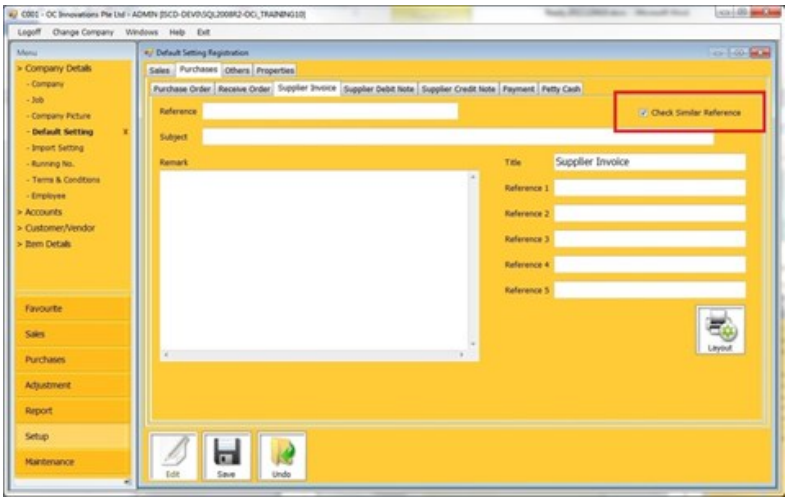
Topic:

6.1.1.2 What is Check Similar Reference at Default Settings Registration?



Location	Action	Remark
Setup Activity> Running No.	• Click SETUP activity • Click COMPANY DETAILS • Click DEFAULT SETTING module • Click RECEIPT tab • Click EDIT	
	• MODE	You can change your default bank for receiving funds here. Note that default settings can still be changed when you are issuing the Receipt. To understand on how to use Mode see page 19 - 1.3.6 Payment Mode
	• Click SAVE • Close the module	This is to save your changes.

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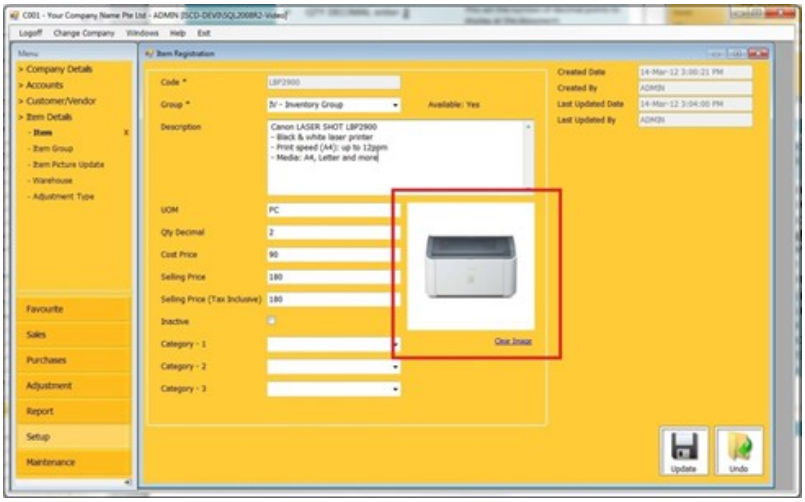
6.1.1.3 How can I insert an Image Picture to Item?

Topic:



Location	Action	Remark
Setup> **Item Details>** **Item module**	• Click Setup activity • Item Details • Click Item • Select item to add picture • Click edit toad picture. • Click on the box • IMAGE	You can add a picture of the item. To do so Click on the box & select a picture. It is preferred that image width to be less than 200 pixels

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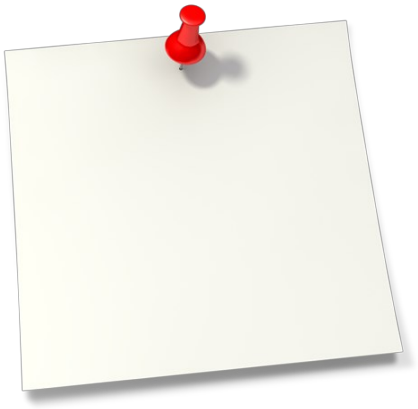
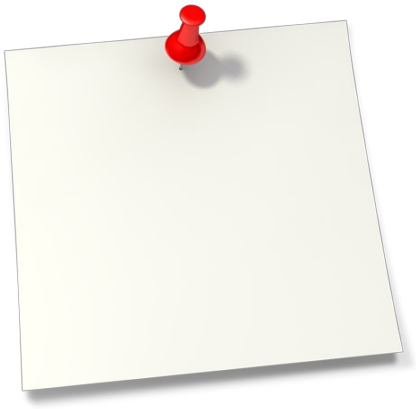


6.2.1 What is in Properties Tab?
6.2.2 How do I create Sales Personnel Names?

6.2 Using

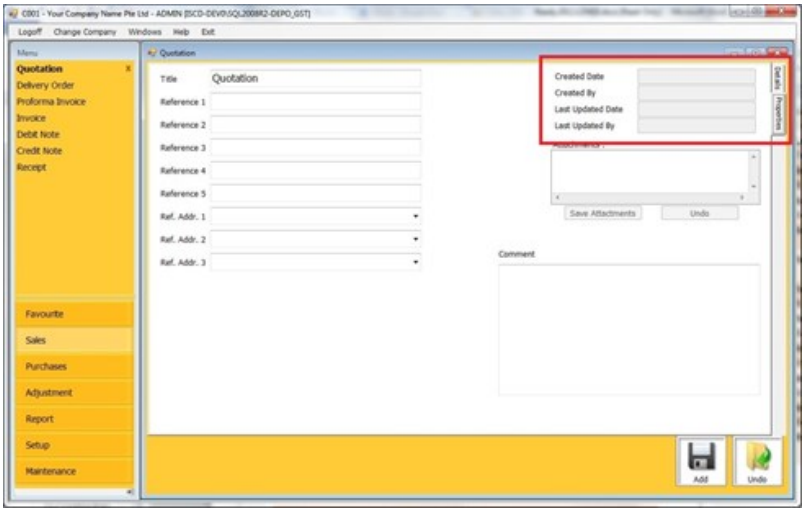


6.2.1.1 What is Created Date & By and Updated Date & By?
6.2.1.2 How can I use Document Attachment? - Attach, View, Download & Delete
6.2.1.3 What are those References & Comment for in Properties tab?

6.2.1 What is in Properties Tab?

6.2.1.1 What is Created Date & By and Updated Date & By?

Topic:



Location	Action	Remark
Sales Activity > Quotation	• Click SALES activity • Click QUOATION module • Click NEW • PROPERTIES tab	Note that all transactional documents (eg. Quotation, Invoices, etc) have a properties tab For audit purpose, every document created and amended will be recorded.
	• CREATED DATE • CREATED BY	This record the date and time user have newly created the documents.
	• LAST UPDATED DATE • LAST UPDATED BY	This records who and when amendments were made.

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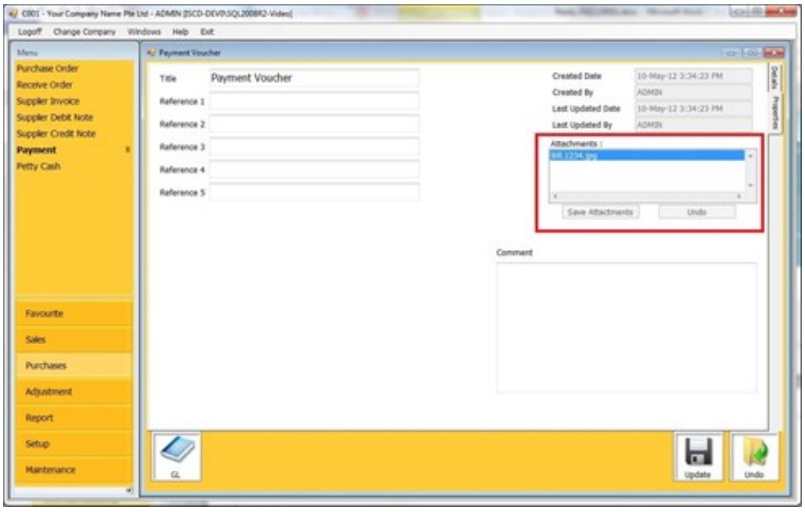
Topic:

6.2.1.2 How can I use Document Attachment? - Attach, View, Download & Delete

Attaching of documents or pictures can be found in all modules.



Location	Action	Remark
Purchase> Payment	• Click PURCHASE activity • Click PAYMENT module • Select any document • Click EDIT • Click PROPERTIES tab	Attachment for files to document is meant for future reference purpose. Physical files are streamed into the database. In another words, when you backup your database, attachments are also included. Attachments will not be display in any of the printout.
	Attaching: • ATTACHMENTS box Right-Click • Browse to location of the file you would like attached • Click OPEN • Click SAVE ATTACHMENTS	You can attach any file or files to this document. In this example, a scanned copy of a receipt is attached. This will be useful for future reference or audit.

	Viewing: • Move mouse to attached files • Click on the file • Double-Click	The system will allow viewing of the attached file if you have the necessary supporting application. Meaning, if you have attached an Excel file, you are not to view it unless you have an Excel application.
	Downloading: • Move mouse to attached files • Click on the file • Right-Click • Select SAVE AS...	You may download attachment from the server to your drive.
	Deleting: • Move mouse to attached files • Click on the file • Right-Click • Select DELETE ATTACHMENT	This will permanently delete the file from your server database.

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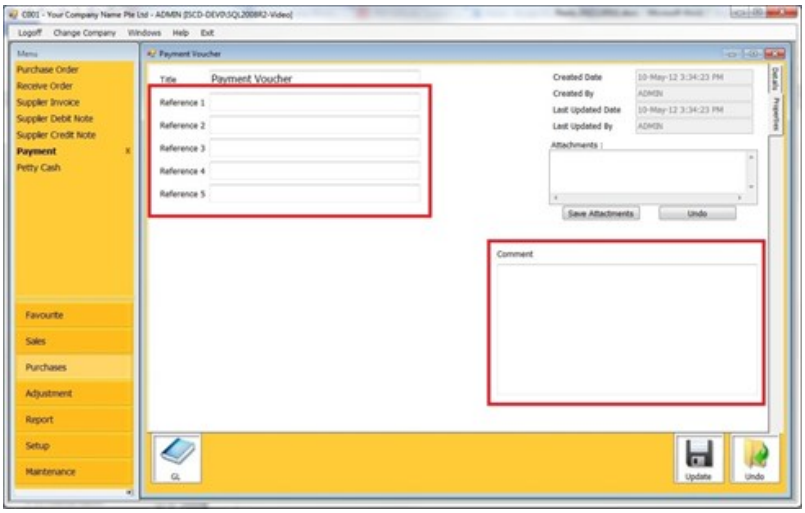
Topic: 6.2.1.3 What are those References & Comment for in Properties tab?



Location	Action	Remark
Purchases> Payment	• Click PURCHASE activity • Click PAYMENT module • Select any document • Click EDIT • Click Properties Tab	
	• REFERENCE 1 -5	These are custom fields catered for customized projects use. You may use them to enter additional information, however it will not be displayed or printout in standard document. Customised printout of the fields' information can be created. Administrative fee applicable.
	• COMMENT	This is meant for your internal use. Example you may like to record the reason of amends pertaining to this document. This will not be displayed or printout anywhere.

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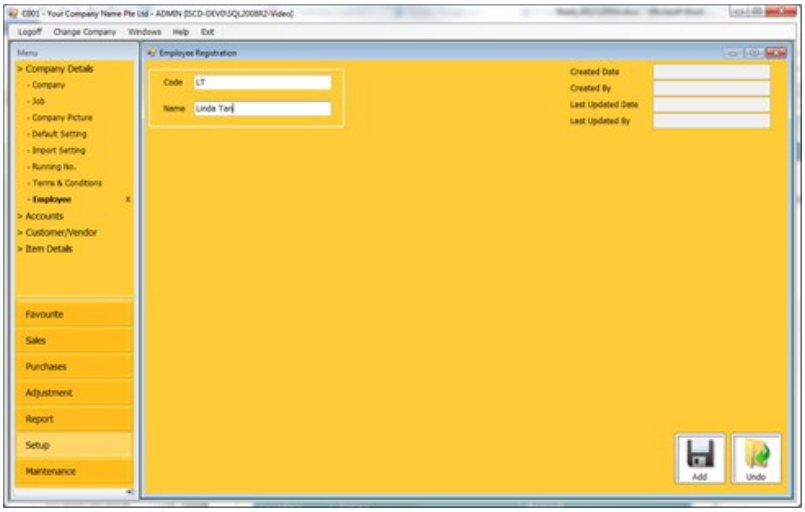
6.2.2 How do I create Sales Personnel Names?

Topic:



Location	Action	Remark
Setup> **Company Details>** **Employee**	• Click SETUP activity • Click COMPANY DETAILS • Click EMPLOYEE module • Click NEW	Employee can be used as the Sales Person or Purchasing Staff to be displayed in Sales or Purchasing documents respectively.
	• CODE enter LT	Enter a unique code
	• NAME enter Linda Tan • Click Add to save changes	Enter name of the company staff

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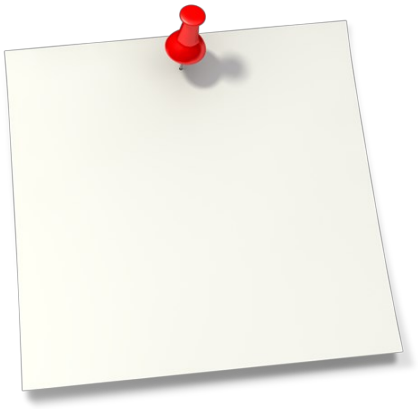
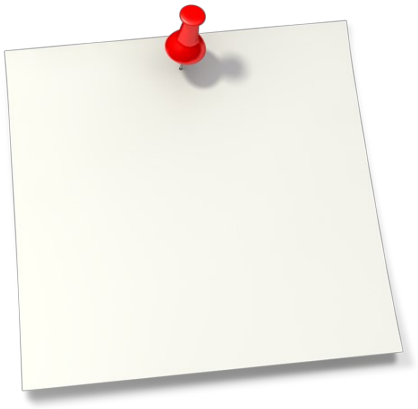


6.3.1 What is Batch Print?

6.3 Processing

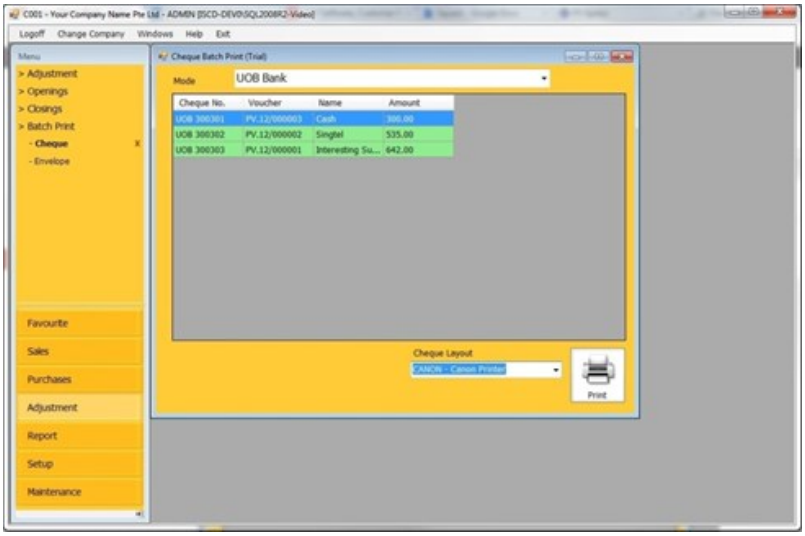


6.3.1.1 Batch printing of Cheques
6.3.1.2 Batch printing of Envelopes

6.3.1 What is Batch Print?

6.3.1.1 Batch printing of Cheques

Topic:



Location	Action	Remark
Adjustment> Batch Print> Cheque	• Click ADJUSTMENT activity • Click BATCH PRINT • Click CHEQUE module	Batch print is meant for you to mass print your cheque at one go.
	• MODE select UOB Bank	Select which bank's cheque you wish to do a batch print.
	• LIST selects the Cheque Nos. that you wish to mass printout.	You can do : a. multiple selections by pressing and holding on to CTRL button on your keyboard and click on your mouse. b. range selection by pressing and holding on to SHIFT button on your keyboard and click on your mouse. Items selected are highlighted in blue.
	• CHEQUE LAYOUT selects the required layout settings for the printer. • Click PRINT	Feed in the stack of cheque you wish to batch print, ensure you get the running numbers in the correct sequence before hitting print.

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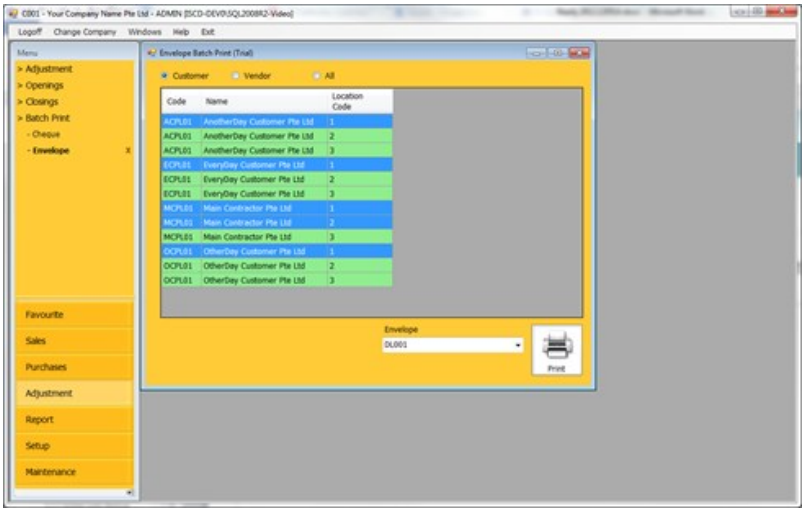
6.3.1.2 Batch printing of Envelopes

Topic:



Location	Action	Remark
Adjustment> Batch Print> Envelope	• Click ADJUSTMENT activity • Click BATCH PRINT • Click ENVELOPE module	Envelope Batch print is meant for you to mass print addresses on envelopes for your use.
	• CATEGORY select Customer	Select the Business Partner Category you wish to batch print.
	• LIST selects the Business Partners location that you wish to mass printout.	You can do : a. multiple selections by pressing and holding on to CTRL button on your keyboard and click on your mouse. b. range selection by pressing and holding on to SHIFT button on your keyboard and click on your mouse. Items selected are highlighted in blue.
	• ENVELOPE selects the required layout settings for the printer. • Click PRINT	Feed in the stack of envelopes you wish to batch print and click print.

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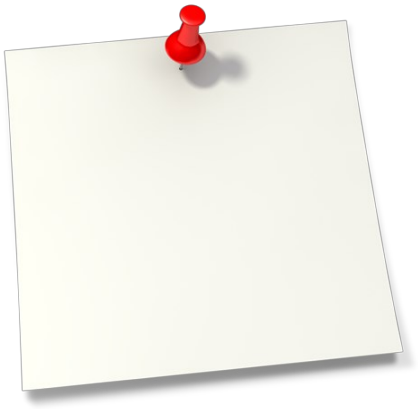

6.4.1 What is IAF

6.4 Others

6.4.1 What is IAF

Topic:

IAF stands for IRAS (Inland Revenue Authority of Singapore) Audit File.
It is a standard electronic file that IRAS would request from businesses for the purpose of audit which IRAS has recommended a set of principles that software developers should endeavour to comply.

Generating of IAF is a compulsory part of process for users to qualify for relevant government grant.
In OCI System , you are required to diligently enter the applicable information into those fields that is mark '(IAF)', which is require to generate the said IAF.

However, as far as the system is concern, field that are marked '(IAF)' are optional. The system does not require that information to function properly.

End of Basic Training Guide.

Thank you for using OCi System.
If you have further questions on using OCi System, you will be happy to know that you can find help in the following:

Help website: http://help.ocisg.com
Email Helpdesk: support@ocisg.com
Fax-In Helpdesk: (+65) 6295-5177
Subscribe: www.facebook.com/AccountingSystem

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